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**STRAFFORD COUNTY  
2014 ANNUAL REPORT**



of the Commissioners, Treasurer,  
Other County Officers and the  
Strafford County Delegation  
**For the Year Ending  
December 31, 2014**



**STRAFFORD COUNTY  
2014 ANNUAL REPORT**

*of the Commissioners, Treasurer,  
Other County Officers  
and the Strafford County Delegation*



**BARRINGTON  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON  
NEW DURHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD**

**For the Year Ending  
December 31, 2014**



## **STRAFFORD COUNTY 2014 ANNUAL REPORT**

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## STRAFFORD COUNTY 2014 ANNUAL REPORT

### **STRAFFORD COUNTY OFFICERS** **2013-2014**

#### **COMMISSIONERS**

\*George Maglaras, Chairman ..... Dover, N.H.  
\*Robert J. Watson, Vice Chairman ..... Rochester, N.H.  
\*Leo E. Lessard, Clerk..... Milton, N.H.

#### **TREASURER**

\*Pamela J. Arnold..... Milton, N.H.

#### **DEPUTY TREASURER**

Jean L. Miccolo..... Rochester, N.H.

#### **COUNTY ADMINISTRATOR**

Raymond F. Bower..... Lee, N.H.

#### **COUNTY ATTORNEY**

\*Thomas Velardi ..... Madbury, N.H.

#### **COUNTY SHERIFF**

\*David Dubois ..... Rochester, N.H.

#### **REGISTER OF DEEDS**

\*Dennis Vachon ..... Strafford, N.H.

#### **REGISTER OF PROBATE**

\*Patty Cole ..... Dover, N.H.

#### **JUDGE OF PROBATE**

Gary R. Cassavechia ..... Rochester, N.H.

#### **CLERK OF SUPERIOR COURT**

Julie Howard ..... Lee, N.H.

#### **NURSING HOME ADMINISTRATOR**

Raymond F. Bower..... Lee, N.H.

#### **CORRECTIONS SUPERINTENDENT**

Bruce Pelkie ..... Dover, N.H.

#### **COUNTY PHYSICIANS**

Edwin Charle, M.D..... Somersworth, N.H.

Patrick Clary, M.D. .... Somersworth, N.H.

Lawrence Sanders, M.D. .... Somersworth, N.H.

*\*Elected Positions*

## STRAFFORD COUNTY 2014 ANNUAL REPORT

### STRAFFORD COUNTY LEGISLATIVE DELEGATION

#### 2013-2014

*Bill Baber .....	Dover, N.H.
Steven Beaudoin .....	Rochester, N.H.
*Roger Berube .....	Somersworth, N.H.
David Bickford .....	New Durham, N.H.
Peter Bixby .....	Dover, N.H.
Greg Burdwood (resigned 2014) .....	Dover, N.H.
Rachel Burke .....	Farmington, N.H.
*Janice Gardner .....	Dover, N.H.
*Anne Grassie, Clerk .....	Rochester, N.H.
*James Gray .....	Rochester, N.H.
Warren Groen .....	Rochester, N.H.
Ken Grossman .....	Barrington, N.H.
Dorothea Hooper .....	Dover, N.H.
*Timothy Horrigan .....	Durham, N.H.
*Pamela Hubbard .....	Rochester, N.H.
Laura Jones .....	Rochester, N.H.
Naida Kaen .....	Lee, N.H.
Stephen Ketel .....	Dover, N.H.
Dennis Malloy .....	Barrington, N.H.
H. Robert Menear, III .....	Lee, N.H.
Amanda Merrill .....	Durham, N.H.
*David Miller .....	Rochester, N.H.
John A. Mullen, Jr. ....	Middleton, N.H.
*Robbie Parsons .....	Milton, N.H.
Marsha Pelletier .....	Dover, N.H.
*Robert Perry .....	Strafford, N.H.
Joseph Pitre .....	Farmington, N.H.
Rose Marie Rogers .....	Rochester, N.H.
*Deanna Rollo .....	Rollinsford, N.H.
*Peter Schmidt, Chairman .....	Dover, N.H.
Marjorie Smith .....	Durham, N.H.
*Dale Spainhower, Vice Chairman .....	Somersworth, N.H.
Judith Spang .....	Durham, N.H.
Audrey Stevens .....	Rochester, N.H.
*James Verschueren .....	Dover, N.H.
*Janet Wall .....	Madbury, N.H.
Kenneth Ward .....	Rollinsford, N.H.

*\*Denotes Executive Committee Member*



## **STRAFFORD COUNTY 2014 ANNUAL REPORT**

### **2014 ANNUAL REPORT OF THE STRAFFORD COUNTY COMMISSIONERS**

The year 2014 was a very good year for the County. We met several goals that we had set to enhance County services for our citizens.

After five years of having to borrow short-term revenue anticipation notes, the County's financial position has improved to the point where we did not need Revenue Anticipation Notes to supplement our operations in 2014. We have been given a clean financial bill of health and our fund balance is nearing Government Accounting Operations' acceptable levels. This progress was also noted by Moody's Financial Services, as this rating agency upgraded our bond rating status for the third year in a row. This positive information will translate into a strengthened financial position for the County in the future.

Once again in 2014, we were pleased to be able to author a budget that continued our commitment to stay within the tax caps set by the cities of Dover, Rochester and Somersworth. Since tax caps have been initiated by Strafford County voters in those cities, we have worked to ensure that County tax increases do not exceed their respective caps. Although Dover voters eliminated the County tax from their cap calculations, we continue to strive to stay within their cap regardless.

Riverside Rest Home was given a 5-Star rating in 2013 by the Center for Medicare and Medicaid Services (CMS), a Division of the United States Department of Health and Human Services, and we have worked diligently to maintain this rating. We want to ensure that County tax dollars are being spent for high quality care and are constantly striving to continue to provide the best quality of care, while decreasing the cost of RRH's operations to the County taxpayers each year.

Along with the other Counties and nursing homes, we continue to work with the State of New Hampshire Department of Health and Human Services to ensure Medicaid reimbursement for long-term care is not forgotten as Medicaid Managed Care is implemented.

For the past few years, since the County eliminated funding for non-County agencies due to the downturn in the economy, we have continued to provide gap funding for the Homemakers Health Services and Meals on Wheels programs as necessary to assist them in their mission to care for the medically frail and elderly so they can remain in their homes. Due to these agencies' successful operations and assistance, recipients of their services have been able to stay at home longer and thereby delay or negate the need for much more expensive nursing home placement. Thanks to the consideration and approval

## STRAFFORD COUNTY 2014 ANNUAL REPORT

of our County Delegation, we have been able to earmark contingency funds each year to be set aside to subsidize these agencies as they require additional funding.

The 2014 budget included funding to maintain the Hyder Family Hospice House for a portion of the year until its future could be determined. With the closure of the facility imminent, the Commissioners wanted to ensure that we would have the capability and funds to keep it in good condition until its future was determined. In the fall, Amedisys Corporation turned the Hospice House over to the County, debt-free. They also donated most of the equipment, furniture, wall art, and supplies necessary to re-open the facility once we found an entity able to do so. We put out a Request for Letters of Interest to operate the facility and received no response, so we decided to develop a plan to do it ourselves. Our goal for 2015 is to include funding in the budget to re-open the Hyder Family Hospice House as part of Riverside Rest Home. We will be applying to the State Certificate of Need (CON) Board as part of the licensing process for Hyder House and we will continue our due diligence in reviewing expenses, revenues, and business prospects for the Hyder House's future, but anticipate that we will be able to operate the Hyder House as a break-even operation.

The Family Justice Center continues to be a successful program. This is New Hampshire's first full-time Family Justice Center. Co-located in the office are victims' and family support services that are available to those in need. The program is partially grant funded from the Grants to encourage Policies and Enforcement of Protective Orders through the Office of Violence Against Women.

As noted in the 2013 Annual Report, thanks to the dedication of our local judges, service providers, and prosecutors, we were able to apply for and receive a Federal grant to re-start the Supervised Family Visitation Program that was previously so successful. This program had excellent results in keeping families together and it was our desire, along with many others, to replicate and expand the County visitation program. Funding for this program is included in the 2014 budget, and is completely offset by grant funds. The new office is located on Central Avenue in Dover, and by the end of the year, plans were being finalized for the grand opening.

During 2014, the new natural gas line to the County Complex was completed and connections for converting all heating and cooling sources were put in place. This was determined to be the most economical fuel source for the County after studying alternative energy solutions. The reality of bringing natural gas to the Complex became possible and affordable when the natural gas line was extended down Rochester Neck Road to the Brox Industries Plant. The pipeline needed to cross the Cocheco River via the footbridge which was constructed by the City of Dover.

## STRAFFORD COUNTY 2014 ANNUAL REPORT

Together with the County-wide lighting retrofit conducted in 2013 with a generous grant from Public Service Company of New Hampshire, now Eversource, the County has been able to lower its electricity usage and reduce energy costs for many years to come. Along with these benefits is the global value of reducing our carbon footprint on the world.

We generated an estimated \$4,995,124 in room and board income at the House of Corrections for 2014. Since the new House of Corrections opened in September of 2004, the County has earned over \$52,249,388 in revenues; this amount exceeds the cost to build the new jail by over 200%. When the new facility was opened, there were approximately 200 inmates from the County; in 2014, we have fewer than 180. We have done this by managing our own inmate population and therefore, continuing to have space for paying customers from other governmental sources.

We executed agreements with County Union-represented employees, and a nearly equivalent agreement with non-union employees for 2014. Costs for these agreements were funded in the 2014 budget. We continue to work with our union representatives to develop agreements that are in the best interest of everyone involved, the County, our employees, and the taxpayers.

We are proud of all the Strafford County employees and of the excellent work they do. We continue to be blessed to have a dedicated group of individuals in our employ. Their loyalty and dedication to help keep costs low and the level of service high, and their work ethic are greatly appreciated. We also wish to thank all Elected Officials and department heads who continue to help us find operational efficiencies through cost-reducing measures, and our dedicated employees and volunteers for their continued loyalty to the County and its residents. Together we will continue to work towards attainable goals through the effective system of County government.

Respectfully submitted,

*George Maglaras*



George Maglaras  
Chairman

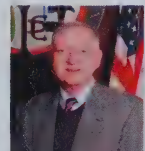
BOARD OF COUNTY COMMISSIONERS

*Robert J. Watson*



Robert Watson  
Vice Chairman

*Leo E. Lessard*



Leo E. Lessard  
Clerk



## STRAFFORD COUNTY 2014 ANNUAL REPORT

### 2014 ANNUAL REPORT OF THE STRAFFORD COUNTY TREASURER

I would like to take this opportunity to extend my personal thanks to everyone that contributes to the operations of the County by serving on a board, a committee, and especially to all the citizens who take time to participate in County government affairs. I thank all the departments for their courtesy and cooperation. I especially wish to thank the Commissioners for their support and insight. We work very closely to ensure that we invest the County's funds safely.

I continue to make an effort to visit and network with all the communities in our County and with all the counties in New Hampshire. I have continued to be the Treasurer who is not just in the office, but also out and about in our County.

The County's funds in all accounts are fully protected by a letter of credit held at the Federal Home Loan Bank of Pittsburgh, Pennsylvania, collateralized deposits, and the Federal Deposit Insurance Corporation (FDIC).

In closing, I wish to reiterate my appreciation to the County Delegation for their support. This cooperative atmosphere allows the best possible service to all the taxpayers of Strafford County.

Respectfully submitted,

*Pamela J. Arnold*

Pamela J. Arnold

Strafford County Treasurer

## STRAFFORD COUNTY 2014 ANNUAL REPORT

### 2014 APPROPRIATIONS

<u>JUSTICE &amp; ADMINISTRATION</u>	<u>2014 APPROPRIATION</u>
Administration .....	385,162.00
County Attorney .....	1,247,289.00
Domestic Violence Prosecution Unit .....	528,557.00
Child Advocacy Center (CAC) .....	122,406.00
Register of Deeds .....	563,773.00
Sheriff .....	1,549,477.00
Dispatch .....	751,742.00
Medical Examiner .....	25,000.00
J&A Maintenance .....	378,718.00
Human Services .....	10,491,353.00
Court Jester Café .....	92,858.00
Department of Corrections .....	9,677,553.00
Community Corrections .....	817,076.00
Supervised Visitation Program .....	192,030.00
HOC Laundry .....	34,000.00
Drug Court/Second Chance Act .....	493,773.00
Transitional Housing Program .....	153,285.00
Jail Industries Program Contracts .....	150,001.00
Jail Industries Program .....	212,324.00
Debt Accounts .....	2,964,678.00
Insurances-J&A .....	2,997,472.00
Nutrition Program-Meals on Wheels .....	12,000.00
Homemakers Health Services .....	35,000.00
Conservation District .....	45,000.00
Cooperative Extension .....	122,025.00
COAST Transportation .....	47,566.00
County Convention .....	9,000.00
Employee Appreciation .....	5,000.00
Tuition Assistance .....	7,000.00
Contingency .....	22,831.00
Sheriff's Contract Negotiations .....	7,500.00
Capital Expense-J&A & Deeds .....	493,405.00
TOTALS - J&A: .....	34,634,854.00



## STRAFFORD COUNTY 2014 ANNUAL REPORT

### 2014 APPROPRIATIONS CONTINUED

RIVERSIDE REST HOME	2014 APPROPRIATION
Administration .....	1,146,520.00
Management Information Systems .....	840,992.00
Purchasing.....	103,276.00
Dietary.....	2,120,092.00
Nursing.....	7,776,427.00
Socio-Behavioral Unit.....	1,136,736.00
Hospice House .....	1,104,000.00
Resident Services .....	104,802.00
Maintenance .....	1,261,222.00
Laundry & Sewing.....	426,681.00
Housekeeping .....	913,820.00
Physician & Pharmacy .....	233,559.00
Staff Development .....	143,237.00
Physical Therapy .....	514,369.00
Activities.....	547,097.00
Social Services .....	375,433.00
Insurances-RRH .....	3,610,447.00
Capital Expenses-RRH .....	<u>125,940.00</u>
TOTAL OPERATING EXPENDITURES – RRH .....	22,484,650.00
TOTAL OPERATING EXPENDITURES.....	57,119,504.00
REVENUES.....	28,187,992.00
PRIOR YEAR SURPLUS: .....	0.00
AMOUNT TO BE RAISED BY TAXATION:.....	28,931,512.00

## STRAFFORD COUNTY 2014 ANNUAL REPORT

### 2014 ESTIMATED REVENUES

<u>REVENUES</u>	<u>2014 ESTIMATE</u>
RRH .....	19,377,049.00
Registry of Deeds .....	1,035,000.00
Sheriff-Deputy Fees.....	300,000.00
Leased Office Space.....	592,369.00
Leased Land .....	8,107.00
Accounting Service.....	148,075.00
Bailiff Reimbursement.....	181,780.00
Registry of Deeds Equipment Fund.....	38,800.00
Sheriff – Special Details .....	15,000.00
Work Industry Contracts.....	150,000.00
Jail Income.....	3,903,788.00
Room & Board-HOC .....	20,000.00
Laundry Reimburse from RRH.....	140,000.00
Jail Industries Commissary .....	95,000.00
Community Corrections Fees.....	100,000.00
Inmate Phone Commissions .....	195,000.00
U.S. Marshal Transports.....	500,000.00
Interest Earned .....	13,000.00
Child Advocacy Center (CAC) Grants .....	18,200.00
Second Chance Act Grant.....	291,000.00
Domestic Violence Project Grant.....	150,000.00
Domestic Violence STOP VAWA Grant .....	30,000.00
Supervised Visitation Program Grant .....	190,966.00
Victim's Assistance Work Release .....	7,000.00
Correctional Industries .....	30,000.00
Employee Cont.-Health – J&A.....	474,000.00
Miscellaneous Income .....	80,000.00
Drug Court Fees.....	10,000.00
Dispatch Fees .....	1,000.00
Meal Income-Court Jester Café.....	<u>92,858.00</u>
TOTALS:.....	28,187,992.00

## STRAFFORD COUNTY 2014 ANNUAL REPORT

### 2014 FINANCIAL REPORT OF STRAFFORD COUNTY GOVERNMENTAL FUNDS BALANCE SHEET

#### ASSETS

Cash .....	686,160.00
Accounts Receivable (net) .....	3,514,648.00
Inventories .....	92,055.00
Due from Other Governments (net) .....	1,881,041.00
Due from Other Funds .....	0.00
Due from Inmate Trust .....	5,469.00
Prepaid Expenses .....	<u>36,696.00</u>
 TOTAL ASSETS .....	 <u>6,216,069.00</u>

#### LIABILITIES

Accrued Payroll .....	732,891.00
Accounts Payable .....	2,619,029.00
Accrued Expenses .....	325,833.00
Revenue Anticipation Note .....	0.00
Deferred Revenue .....	44,615.00
Due to Other Funds .....	10,854.00
Bond Anticipation Note .....	<u>0.00</u>
 TOTAL LIABILITIES: .....	 <u>3,733,222.00</u>

#### FUND BALANCES

Non-spendable, reported in: General Fund .....	128,751.00
Committee, reported in: Capital Projects Fund .....	0.00
Assigned, reported in: General Fund .....	62,485.00
Unassigned, reported in:	
General Fund .....	2,291,611.00
Special Revenue Fund .....	<u>0.00</u>
 TOTAL FUND BALANCES .....	 <u>2,482,847.00</u>
 TOTAL LIABILITIES AND FUND BALANCES .....	 <u>6,216,069.00</u>

## STRAFFORD COUNTY 2014 ANNUAL REPORT

### **2014 COUNTY TAX APPORTIONMENT**

<u>City/Town</u>	<u>Proportion of Tax</u>	<u>Amount of Tax</u>
Barrington .....	8.2528%.....	2,387,653.00
Dover .....	27.8505%.....	8,057,565.00
Durham .....	9.0924%.....	2,630,575.00
Farmington.....	4.2510%.....	1,229,886.00
Lee .....	4.1512%.....	1,200,993.00
Madbury .....	2.0893%.....	604,463.00
Middleton .....	1.6128%.....	466,611.00
Milton .....	3.4491%.....	997,883.00
New Durham .....	4.1849%.....	1,210,746.00
Rochester .....	20.3683%.....	5,892,846.00
Rollinsford .....	2.2300%.....	645,164.00
Somersworth .....	8.2033%.....	2,373,324.00
Strafford .....	<u>4.2460%.....</u>	<u>1,233,803.00</u>
Totals: .....	100.0000%.....	28,931,512.00

### **AUDITORS' SCHEDULE OF FINDINGS AND RESPONSES** **Year Ended December 31, 2014**

Status of Prior Year's Findings: There were no findings in the year 2013. Current Year's Findings: There are no current year findings.

Ron Beaulieu Company, P.C., Certified Public Accountants  
2014 Strafford County General Purpose Financial Statements as of December 31, 2014.

## STRAFFORD COUNTY 2014 ANNUAL REPORT

### **2014 ANNUAL REPORT OF THE STRAFFORD COUNTY ATTORNEY**

The Office of the Strafford County Attorney is responsible for overseeing the prosecution of all criminal cases in the County. See RSA 7:6 and 7:34 (the County Attorney serves as the Attorney General's representative in Strafford County, for the purpose of "enforc[ing] the criminal laws of the State"). Thus, the County Attorney represents the interests of the State of New Hampshire in all criminal cases in Strafford County (with the exception of homicide cases, over which the Attorney General's office has exclusive jurisdiction). This function involves directing and/or reviewing criminal investigations undertaken by local and State Police; presenting evidence before the Grand Jury; researching and responding to motions filed with the Court; attending depositions of witnesses and pretrial motion hearings; preparing witnesses for deposition, hearing, or trial; presenting the State's case at trial; arguing the State's position at the sentencing hearing; and representing the State in various post-conviction proceedings, such as sentence review, motions for new trial, habeas corpus petitions and petitions to annul.

The second responsibility of the County Attorney is to serve as legal counsel for Strafford County. This obligation also has its origin in RSA 7:34. To fulfill this duty, the County Attorney may, upon request of the County Commissioners, represent the County's interest in civil litigation in State and/or Federal Court. Also upon request, the County Attorney will advise County officials on legal matters, and act as a legal resource for the County's legislative delegation, advising its members of the legal implications of proposed legislation.

The County Attorney's office has other duties that are prescribed by statute, including responding to untimely, suspicious, or unattended deaths and ordering that autopsies be performed where appropriate; and initiating proceedings to effectuate the return of fugitives or witnesses to this State or to another State upon its request. In addition, as an elected public official, the County Attorney has a duty to improve the quality of justice and assist in expanding public awareness and understanding of our legal system. The County Attorney meets this responsibility by speaking before civic and public organizations upon request, and by serving on committees and boards devoted to improving the legal system and law enforcement policies and procedures. The County Attorney is also involved in promoting legislation designed to improve the criminal justice system, and/or testifying about legislation that affects law enforcement or victims.

The County Attorney's office has a Victim Assistance Program to help victims and witnesses with the criminal justice process. This program is designed to reduce the confusion and fear that people often experience when they become involved in a criminal



## STRAFFORD COUNTY 2014 ANNUAL REPORT

case. The job of the victim/witness assistants is to inform victims about every phase of the criminal prosecution, and to ensure that they have input into the disposition of the cases involving them. The Victim Assistance Program in Strafford County is unique in the State in that the director and coordinator of the program are trained in conducting interviews with children and adult victims of physical or sexual abuse or assault. To protect such victims from multiple interviews, and to protect the integrity of the investigations, Strafford County has long followed a protocol requiring that such victims be interviewed only once, on videotape, in the County Attorney's office. This protocol has been successful in protecting victims from being "re-victimized" by the court process. It has also been an invaluable tool in screening cases that should not be prosecuted and laying the groundwork for a successful prosecution in cases that are pursued.

The Strafford County Attorney has a Chief Investigator on staff, whose primary responsibility is to conduct any follow-up investigation required on felony cases. The Chief Investigator assists the office's prosecutors in trial preparation where necessary, including locating witnesses for trial. The Chief Investigator has also conducted investigations in public integrity cases that have been referred to the County by the Attorney General's office, and for local police departments within the County where there is a conflict that prevents the local agency from undertaking the investigation. In addition, the Investigator has conducted internal investigations for the County at the request of the County Commissioners. The Chief Investigator also coordinates and assists in conducting training programs offered by the County Attorney's office to all law enforcement agencies in the County.

The Strafford County Attorney's office is the only County Attorney's office in the State that has countywide vertical prosecution for all felonies. As soon as a felony arrest is made in the County, the case is handled by the County Attorney's office. There is an Assistant County Attorney available by cell phone at all times to facilitate notification of felony arrests, and/or to consult with police departments on initial charging and bail decisions. Thereafter, the attorneys assigned to the District Courts handle the arraignments and probable cause hearings held there. With the County Attorney's office involved in felony cases earlier in the process, consistency in the handling of these cases has improved, and the flow of cases from District Court to Superior Court has become smoother and speedier.

The County Attorney's office also prosecutes misdemeanor domestic violence cases in the Circuit Court for all of the County's 14 police departments, and for the State Police. Three attorneys are assigned to handle these cases and felony cases while they are in Circuit Court. In addition, there are two victim/witness assistants assigned to assist victims in the domestic violence cases in Circuit Court. In prosecuting the domestic violence cases, the County Attorney's office works as part of a broader Family Justice Center for Strafford

## STRAFFORD COUNTY 2014 ANNUAL REPORT

County, the goal of which is to utilize a multi-disciplinary approach to the problem of domestic violence by all involved agencies, including police departments, the Department of Corrections, Strafford County Community Corrections, A Safe Place, Sexual Assault Support Services, and the Division of Child and Youth Services. The County Attorney has a Domestic Violence Investigator to the staff, who assists the prosecutors and local police departments in misdemeanor domestic violence cases in much the same way as the office's Chief Investigator does in felony cases. The DV Investigator has also worked on developing proactive measures aimed at reducing domestic violence in the County by increasing community monitoring. Federal grant funds have allowed the County to fund projects within the participating communities for videotaping domestic violence crime scenes and victim/witness statements for later use in court, in an effort to improve the quality of prosecutions.

The County Attorney's office is active in advising local officials in many areas of the criminal law. As set forth above, the County Attorney continues a policy of having a prosecutor available 24 hours a day to advise and assist the County's 14 police departments, Troop A of the State Police, and the Drug Task Force on legal issues that arise in the course of their investigations. The Superior Court Victim Assistants are also available 24 hours to consult on sexual assault cases and schedule forensic interviews of victims. The County Attorney's office continues to offer law enforcement trainings as often as possible for police departments within the County. Domestic Violence trainings are offered at least twice each year.

The County Attorney remains actively involved in the first adult Drug Court in New Hampshire. This program represents a cooperative effort between law enforcement, prosecution, defense, treatment professionals, the Court, and the County to take criminal cases that arise from drug addiction out of the regular court system and into a system where treatment and cure of the addiction is the focus. This is part of continuing efforts by many partners in the criminal justice system to reduce incarceration rates without jeopardizing community safety. In the same light, the County Attorney, in conjunction with the Community Corrections Program, Community Partners and the Public Defender's Office participate in a Mental Health Court in the Rochester Circuit Court. The County Attorney sits on the Rochester Circuit Court Mental Health Court team, which represents another innovative approach to rehabilitating criminal offenders at the least expense to the taxpayer.

A separate initiative originating from the County Attorney's Office is the Habitual Offender Academy Program. This program allows persons convicted of non-DWI Habitual Offender cases to serve their sentence on an electronic monitor while working with Academy staff to regain their legal driving status. Normally, the participants would be serving mandatory

## STRAFFORD COUNTY 2014 ANNUAL REPORT

minimum jail sentence costing the taxpayer money and doing nothing to rehabilitate the defendant or reducing the recidivism. The Habitual Offender Academy represents another partnership between the County Attorney, House of Corrections and Community Corrections staff.

The County Attorney's Office is also partnered with a full-time Child Advocacy Center (CAC) for Strafford County. The CAC was officially opened in the fall of 2006. The CAC provides a separate, child-friendly space where children who are alleged victims of abuse or abusive crimes can be interviewed on videotape by a trained forensic interviewer. Through the efforts of the CAC Coordinator, the CAC is also a meeting place where representatives from the Center's partner agencies (law enforcement, DCYF, medical and mental health treatment providers, etc.), can discuss and monitor cases brought to the CAC to ensure that proper referrals and follow-up are conducted to obtain necessary services for the victim and his/her family, and to make the victim's involvement with the courts less traumatic. The CAC has gained national recognition as a fully accredited center after rigorous review by outside experts. We are very proud of this program.

Respectfully submitted,

*Thomas P. Velardi*

Thomas P. Velardi  
Strafford County Attorney

## STRAFFORD COUNTY 2014 ANNUAL REPORT

### **2014 ANNUAL REPORT OF THE STRAFFORD COUNTY SHERIFF'S OFFICE**

*R.S.A. 104:5 Duties:* He by himself or his deputies shall serve and execute all writs and other precepts to him directed, issuing from lawful authority; and shall perform the duties of Crier of the Superior Court. The Strafford County Sheriff's Office performs civil process service throughout the County, provides prisoner transports and security while in the Courtroom and has a responsibility for transporting Involuntary Emergency Admission (IEA) patients to their appropriate destination.

The Sheriff's Office continues to investigate and apprehend fugitives from justice; investigate felony capiases, domestic warrants and small claims warrants with the New Hampshire Joint Fugitive Task Force. The Sheriff's Office continues to interact with the United States Marshal's Office in the apprehension of federal fugitives related to drug charges, gun charges, sexual offenders and domestic capiases; the NH Department of Safety for Law Enforcement Terrorism Prevention Program and through federal and state grants, the Department of Justice for Combating Underage Drinking Program; and to provide polygraph services at no cost to the cities and towns of Strafford County.

The Sheriff's Office also continues to provide a search and rescue services for Strafford County with the use of the Bloodhound Unit. The dedication of this Unit is instrumental in developing the potential of finding lost or runaway children and lost or missing elderly people. The Unit also provides assistance to local Law Enforcement Agencies in criminal matters and the apprehension of suspects. The following is a breakdown of services provided and revenue returned to Strafford County in 2014:

Number of Prisoner Transports (SCHOC & Federal):	6,116
Number of ICE Transports (Immigration & Customs Enf):	1,759
Number of Investigations (March – December):	80
Number of Civil Process Services:	6,462
Civil Process Revenue Returned to County:	\$ 200,000
Courthouse Perimeter/Prisoner Custody & Control	\$ 199,560
Prosecutor Revenue Received from five (5) Towns:	\$ 57,900
US Marshal's Reimbursement (Guard Security):	\$ 14,830
Outside Detail Revenue:	\$ 13,728
Witness Fee Revenue:	\$ <u>30</u>
Total Return to Strafford County:	\$ 486,048
Sheriff's Office Operating Budget:	<u>\$1,549,477</u>
Cost to Strafford County Taxpayers:	\$ 1,063,429



## STRAFFORD COUNTY 2014 ANNUAL REPORT

### We are pleased to report that during 2014:

- Converted all Sheriff's Office policies to electronic format;
- Added a full-time Deputy to our Bloodhound Unit;
- Added an Investigator position to the Sheriff's Office staff with existing resources;
- Increased the Communications Center staffing with an additional sixteen (16) hours;
- Expanded availability to the Taser system to per diem staff;
- Improved availability of rifle capability to our fleet and building for Active Shooter deployment;
- Achieved Commission on Accreditation of Law Enforcement Agencies (CALEA) re-accreditation for the Communications Center and started the process for accreditation of the Sheriff's Office;
- Deployed Armed Bailiffs to the Strafford County Court Security System;
- Completed Global Positioning System (GPS) for the Sheriff's Office fleet;
- Fully trained a hostage negotiator with Sheriff's Office staff;
- Hosted Ethics Training with all Sheriff's Office sworn staff;
- Completed Mental Health Training with all Communications Center staff;
- Began Simulator Training as part of our Use of Force update;
- Instituted a County-wide Drug Unit; and
- Updated Independent Media Center (IMC) to the latest version.

The Sheriff's Office continues to provide personnel who dispatch for Barrington Police; Durham Police and Fire; Rollinsford Police; Milton Police; Farmington Police, Fire and Ambulance; New Durham Police and Fire; Middleton Police, Fire and Ambulance; Strafford Police and Lee Police. Furthermore, Strafford County provides secondary 911 Dispatch back up for the cities of Dover, Somersworth and Rochester.

Calls for service in 2014 totaled 70,767, an increase of 2,352 calls for service over 2013. The total operating budget for the Dispatch Center is \$751,742.

We are fortunate to enjoy the support of our County Delegation, the County Commissioners and our County Administrator in completion of our mission to provide public safety services for the people of Strafford County. I applaud the entire staff of the Office for continued dedication and engagement in the important work we do.

Respectfully submitted,

*David G. Dubois*

Sheriff David G. Dubois  
Strafford County Sheriff's Office



## **STRAFFORD COUNTY 2014 ANNUAL REPORT**

### **2014 ANNUAL REPORT OF THE STRAFFORD COUNTY REGISTER OF DEEDS**

At the time of this writing, I have just begun my third month as Register of Deeds for Strafford County. I am happy to acknowledge and commend the dedication and professionalism of the staff at the Registry of Deeds and extend my thanks and appreciation for their support in helping to make my transition into this position enjoyable and as seamless as possible. I extend the same thanks and appreciation to the Strafford County Commissioners and members of the Strafford County Administrative Office, and to the residents of Strafford County for placing their confidence in me as their elected Register of Deeds.

I am pleased to report that I have appointed Lynn Williams as Deputy Register of Deeds. Lynn's knowledge and experience with the Registry are invaluable.

In my first three months, with the assistance of the Registry staff, we have reorganized the work stations to make those stations more efficient and ergonomically correct. In an effort to enhance customer service, the Registry is now accepting deliveries from UPS and FED EX, to assist those who use the Registry on a regular basis. We have received positive feedback for providing this service. We are in the process of obtaining another terminal for public use, to make the Registry more convenient for those performing on-site research.

I have begun working with the Registry's hardware and software vendor on a mechanism to send bills electronically to account holders in an effort to minimize account receivables. This is expected to be in effect by the summer of 2015. Currently, account holders must log into their accounts to obtain their bills and are often unaware of a balance due. This has caused some back log of payments owed to the Registry, as well as confusion for account holders. We have, however, been successfully working on collecting overdue payments.

A new copier is expected to be delivered in the near future to replace an older model and a check scanning machine which will help to process checks in a more efficient manner was recently installed. This is a timely addition to the office, as the New Hampshire Department of Revenue is requesting that three checks rather than one be collected from those recording documents in the Registry offices. When appropriate, one check is required for the LCHIP surcharge, one for the Real Estate Transfer Tax and the third for the recording fees. The reason given by the State of New Hampshire Department of Revenue for this new procedure is "...that when a check becomes uncollectable, the

## STRAFFORD COUNTY 2014 ANNUAL REPORT

appropriate collection techniques of the three different fees and taxes may vary, and may require separate legal avenues for collection.”

In 2014, although recording activity was slower than in 2013, overall income was increased by \$210,465.00. In 2014, \$856,178.00 was paid by the Registry of Deeds to Strafford County. Additionally, the Registry collected over \$32,000.00 in document surcharges to pay for equipment purchases and leasing. The Registry of Deeds paid \$7,650,753.00 to the State of New Hampshire in the form of Real Estate Transfer Taxes and LCHIP surcharges. These numbers represent an increase of \$351,966.92 more paid to the State of New Hampshire in 2014 as compared to 2013.

According to the New Association of Realtors, 2014 was a year of stabilization in the New Hampshire housing market. Unit sales fell a fraction from 2013 and overall in New Hampshire, the median price of a single family home rose 3.4%. Specifically, in Strafford County, according to the New Hampshire Association of Realtors, 1,287 single-family homes were sold, up slightly from 1,238 sold in 2013. The median home price rose from \$199,950 in 2013 to \$210,000 in 2014, representing a 5% increase. Days on market held steady at an average of 90 days in 2014 as compared to average of 91 days in 2013. In January of 2014 the median sales price for a single family home was \$200,000 in Strafford County. In January of 2015 the price of a single family home in Strafford County fell to \$185,950, representing a 7% drop from January of 2014. Sales in volume also dropped from \$12.6 million in January 2014 to \$11 million in January 2015 in Strafford County, representing a 12.7% drop.

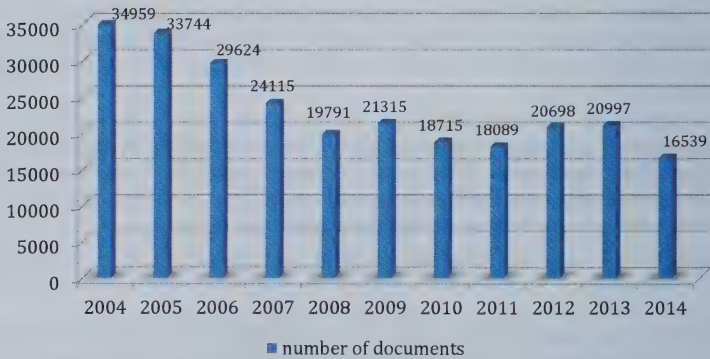
I am cautiously optimistic that January numbers are not indicative of how the real estate market will perform for the rest of the year. I am hopeful that there will be a steady trend toward increased activity in real estate transactions. In large part, recovery of the housing market will depend on economic development and mortgage rates.

## STRAFFORD COUNTY 2014 ANNUAL REPORT

### REVENUES

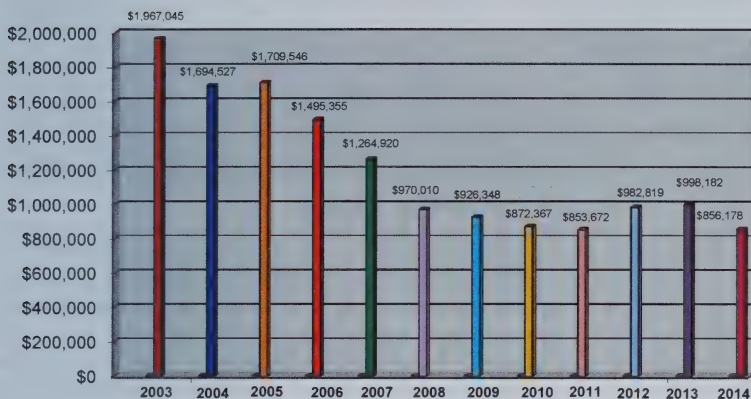
<u>Year</u>	<u>To State</u>	<u>To County</u>	<u>Total</u>
2004	\$10,812,548	\$1,694,527	\$12,507,075
2005	\$11,800,503	\$1,720,614	\$13,521,117
2006	\$ 9,896,684	\$1,495,355	\$11,392,039
2007	\$ 9,457,638	\$1,264,920	\$10,722,558
2008	\$ 6,964,331	\$ 970,010	\$ 7,934,341
2009	\$ 5,225,183	\$ 926,093	\$ 6,151,276
2010	\$ 5,145,037	\$ 872,367	\$ 6,017,404
2011	\$ 5,890,543	\$ 853,672	\$ 6,744,215
2012	\$ 6,847,662	\$ 983,474	\$ 7,831,136
2013	\$ 7,298,786	\$ 998,744	\$ 8,297,530
2014	\$ 7,650,753	\$ 856,178	\$ 8,506,931

**STRAFFORD COUNTY REGISTRY OF DEEDS  
DOCUMENT COUNT 2004-2014**



## STRAFFORD COUNTY 2014 ANNUAL REPORT

### STRAFFORD COUNTY REGISTRY OF DEEDS TOTAL INCOME TO THE COUNTY 2003 - 2014



### DOCUMENT COUNT BY TYPE AND LOCATION 01/01/2014 through 12/31/2014

Location	Deeds	Mortgages	Foreclosures	Liens	Discharges	F. Stats	Plans	Total
Barrington	377	377	8	41	116	5	27	911
Dover	893	984	28	68	342	31	55	2,401
Durham	224	227	4	9	75	7	15	561
Farmington	207	184	16	37	57	1	16	518
Lee	117	134	5	16	49	4	10	335
Madbury	49	66	0	6	23	0	2	146
Middleton	78	69	6	17	14	1	1	186
Milton	179	133	15	31	40	2	4	404
New Durham	148	113	7	16	33	0	9	326
Rollinsford	80	84	5	5	43	0	8	225
Rochester	965	835	79	186	253	17	27	2,362
Strafford Cty	37	13	1	361	2,804	127	0	3,343
Somersworth	302	324	24	60	112	10	13	845
Strafford	165	151	3	12	58	2	22	413
<b>Totals</b>	<b>3,821</b>	<b>3,654</b>	<b>201</b>	<b>865</b>	<b>4,019</b>	<b>207</b>	<b>209</b>	<b>12,976*</b>

\*The actual document count is 16,539. The difference of 3,563 represents documents that do not fall into the categories listed above.

## STRAFFORD COUNTY 2014 ANNUAL REPORT

### YEARLY FORECLOSURES 2004 THROUGH 2014

<u>Year</u>	<u>Foreclosures</u>	<u>Year</u>	<u>Foreclosures</u>
2004	31	2005	40
2006	119	2007	229
2008	313	2009	354
2010	420	2011	374
2012	371	2014	277

Respectfully submitted,

**Catherine Berube**

Catherine Berube

Register of Deeds, 2015-2016



## STRAFFORD COUNTY 2014 ANNUAL REPORT

### **2014 ANNUAL REPORT OF THE RIVERSIDE REST HOME ADMINISTRATOR**



Riverside Rest Home is a 215-bed nursing facility established to care for the medically frail and elderly of Strafford County. Almost all of our residents are financially destitute due to the costs of medical care associated with their illness(es). As part of its operations, Riverside Rest Home manages 62 beds spread over two nursing units dedicated to caring for people with Alzheimer's disease and related disorders and a twenty-two (22)-bed unit for residents who are challenged by behavior problems. Our facility has an excellent reputation for the care given by our caring, professional staff.

Consistent with Riverside Rest Home's mission, we continued to respond to many community crises in 2014. Riverside staff skillfully assists with these emergencies by helping with placements for community-based services or in Riverside if necessary. This policy, as authored by the Strafford County Commissioners, offers Riverside Rest Home staff the flexibility to handle a wide range of clients with admission criteria based on "how safe" a citizen is in their current living situation.

Community activities are an important part of continuing the connection between the resident and their home town. Many of these activities are events the residents participated in before coming to Riverside. Here is a list of several of the activities held throughout 2014:

- Twin Rivers Casino
- Wii Game System
- Holiday Celebrations with Party and Decorations on each Unit
- New Year's Party
- Super Bowl Party
- Valentine's Day Parties
- Winter Blahs Party
- April Party with Victory Club
- October Party with Victory Club
- 2 Christmas Parties
- St. Patrick's Day Party
- Easter Egg Hunt with Staff's Children and Children in Motion Day Care

## STRAFFORD COUNTY 2014 ANNUAL REPORT

- Children's Fashion Show with Staff's Children and Children in Motion Day Care
- Participation in Memorial Day and Veterans Day Parades in Rochester
- National Nursing Home Week in May
- Pancake breakfast for staff, residents, and families
- New England Telephone Pioneer Party
- Family Resident Non-Alcoholic Cocktail Party
- Carnival Day of Fun Activities
- Ice Cream Smorgasbord
- Indian Head Resort
- Mohegan Sun Casino
- Visits to State Parks and Beaches
- Concerts on the Commons in Rochester, Prescott Park in Portsmouth, Cocheco Park in Dover
- Rochester Fair trips with 175 residents participating
  - ★Residents won over 210 ribbons for contest entries
- October Fest
- Halloween Party
- Trick or Treat with Children in Motion Day Care and Staff's Children
- Christmas Fair & Bake Sale
- Church services twice a week; Bible study once a week
- Eucharistic Ministerial Distribution involving training program adopted by NH Diocese of Manchester
- Fishing trips
- Theater and Movie Matinee trips
- Boat Trips
- Ice Cream Trip
- Christmas Tree Shop Trips
- Baseball Games
- Resident Council and Dietary subcommittee meetings
- Morning Coffees and Afternoon Teas
- Small group activities
- Men's & Ladies Groups
- Makeovers and manicures
- Planting vegetable & flower gardens
- Sewing and art group
- Social Club
- Breakfast Club
- French Group
- Red Hat Group
- Newspaper Group
- Woodworking, Ceramics, Flower Arranging, and General Craft Classes
- Exercise Groups
- Computer Classes
- Word, Card and Board Games
- One-on-One Activities with Residents & Staff
- Individuals Programs to Visit and Socialize with Family and Friends in the community
  - ★Family/friends weddings, funerals, parties, camp, etc.
- Pet Therapy on all Units
- Clothing Show
- 30% of Residents Voted in Election
- Special Events County Cities and Towns
- Programs provided by the Elks and Emblem and Victory Clubs
- Karaoke
- Live Entertainment
- Shopping trips
- Dinners out to restaurants
- Veteran's Group
- Special Small Groups weekly on Units
- Barbecues
- Strawberry Festival
- Apple Crisp Day

## STRAFFORD COUNTY 2014 ANNUAL REPORT

- Spring Fling
- Music Therapy Unit 1A & B and Unit 5
- E-Mail Family and Friends
- Young Seniors Group: Age 55 and Younger
- Flag Retirement Ceremony Hosted at RRH
- Bowling
- Billiards
- Attend Flag Day ceremonies
- Make Cards for Troops Overseas
- Greet Arriving and Departing Troops at Pease AFB
- Gardening Club
- Photography Club
- Men's Craft group
- Cooking Group
- Inter-generational Program
- Free Membership for Veteran's in the VFW
- VFW Bingo Games
- Trips to Seacoast Bingo
- 9/11 Make and Deliver Breakfast Items to Fire Stations and Police Departments
- Trips to Camp Waban all summer
- Scrapbooking group
- Football games
- Doll shows
- Meal of the month
- Gardening/House Plant Instruction by Master Gardner
- Storyteller(s)
- Buddy Art with Farmington Elementary School
- Name That Tune Program
- Many, many other activities on a daily and evening basis, seven days a week

## STRAFFORD COUNTY 2014 ANNUAL REPORT

In May of 2014, State inspectors under the direction of the Center for Medicare and Medicaid Services (CMS), a division of the United States Department of Health and Human Services, conducted its annual survey of Riverside Rest Home and passed with flying colors. We continue to strive to provide the best possible care to our residents each and every day. We hope you will join me in thanking all Riverside employees for their diligence in providing the best care possible. It's nice to see that County tax dollars are being spent for high quality care.

In 2015, we will look forward to the continued challenges associated with the State Medicaid inspections. Once again in 2014 we again enjoyed a very successful survey process. RRH staff work hard to prepare for these regulatory challenges and their efforts are greatly appreciated. Each year, our staff at RRH continue to meet the challenges put before them during some trying times and continue to provide outstanding care to our residents, even with reductions in staff and budget allocations.

We continue to be very pleased with our relationship with our hospice providers. Approximately 80% of RRH residents who die at the facility receive the benefits of this excellent program. Hospice employees assist RRH staff in managing resident end-of-life care and preparing families for the challenges associated with losing a loved one.

We look forward to the challenge that 2015 will bring with the re-opening of Hyder Family Hospice House under the watchful and caring eye of Riverside Rest Home, as it will become another arm of the County—one that will embrace hospice care and service in the broader spectrum of direct care.

In closing, I would like to recognize the excellent staff of Riverside Rest Home. The high level of family satisfaction and excellent State inspection results would not be possible without the outstanding work done by the entire management team and staff at Riverside, particularly, Tracy DiCicco, Director of Nursing and her excellent nursing staff, as well as all dedicated department heads and employees at the rest home. I would also like to thank the Strafford County Commissioners for providing guidance, direction, and support. With everyone's continued efforts, coupled with the support of the Strafford County Delegation, Riverside will continue to provide excellent care to the elderly of Strafford County.

Respectfully submitted,

*Raymond F. Bower*

Raymond F. Bower, Administrator  
Riverside Rest Home



## STRAFFORD COUNTY 2014 ANNUAL REPORT

### 2014 ANNUAL REPORT OF THE STRAFFORD COUNTY DEPARTMENT OF CORRECTIONS



The year of 2014 was our 10th year of operating the new jail. The amount of direct payments from inmate boarders rose to \$4,995,124 in 2014. All boarding revenues are deposited in Strafford County's General Fund and are an important part of keeping taxes down for the citizens in the communities we serve. Our average daily population for the year was 397 inmates, an increase from 366 in 2013 with a monthly break down as follows:

January:	361.71
February:	365.07
March:	372.19
April:	416.63
May:	433.87
June:	421.53
July:	430.55
August:	421.90
September:	404.40
October:	395.61
November:	382.27
December:	359.26

## **STRAFFORD COUNTY 2014 ANNUAL REPORT**

We booked 4,719 people in 2014 (slightly higher than the 4,621 people in 2013) which included 3,805 males and 914 females. Of those, 1,665 were inmates held for Strafford County; 1,309 were pre-trial, and 356 were sentenced. There were 308 females held for the following facilities:

N.H. State Prison	126	Rockingham County	120
Belknap County	1	Hillsborough County	21
Carroll County	3	Merrimack County	1
Federal Bureau of Prisons	36		

There were 1,048 males incarcerated for the following facilities:

NH State Prison	179	Rockingham County	70
Hillsborough County	23	Belknap County	4
Carroll County	18	Merrimack County	10
Federal Bureau of Prisons	737		

We currently have contracts to house inmates for Immigration and Customs Enforcement, the U.S. Marshals Service for Maine, New Hampshire, Vermont and Massachusetts, the New Hampshire State Prison for Women and Rockingham County. We also exchange inmates with other counties as needed to keep co-defendants separate or eliminate other conflicts of interest.

### **Training Department: 2014**

I am again pleased to announce that all Strafford County Correctional Officers completed the required annual 30 hours of training necessary to maintain their certification. 2014 was a year of change and relationship building for the Training Department. The Career Ladder Program includes the recent promotions of one new Field Training Officer, two Booking Officers, and one Central Control Officer. One new Officer has been fully trained and approved in the capacity of facility Officer in Charge (OIC). Six new members were added to the facility Special Reaction Team, with Corporal Adam Rivera and FTO Brent Chapple each continuing to develop in the position of team leader. Each active SRT member received instructor-level training and certification in team operations, cell extraction and riot control through Safari land training this year. Shift Supervisors have collectively taken a more active role in the hiring, training, and promotion process by assisting me with initial interviews, orientation class instruction, and oral boards.

The facility orientation curriculum for newly hired correctional officers has been incredibly successful due to facility staff and members of several other county programs taking a genuine interest in fostering staff development from day one. Every Field

## STRAFFORD COUNTY 2014 ANNUAL REPORT

Training Officer continues to assist with orientation by instructing a class and introducing themselves to new staff prior to the start of on the job training. Several staff members have stepped up once again to instruct at the New Hampshire Association of Counties Correctional Academy. We have had a total of seven officers attend and graduate from the Academy this year, with the 96<sup>th</sup> County Corrections Academy being held at our facility.

The training department introduced new programs to supervisors and staff alike this year to include Dealing with Difficult People, Harassment Prevention, SRT Introduction, and an introduction to the Relias Corrections Online Training Collaborative, which includes over two hundred ACA approved courses. Other updated training programs included Officer Professionalism, Use of Force, Anatomy of a Setup, Pepperball, Cultural Diversity and Awareness, Hostage Negotiation, Defensive Tactics, and a completely new Oleoresin Capsicum course, many of which were developed and presented by new instructors from our supervisory and career ladder staff. The training department's greatest accomplishment this year has been the growth of the relationship and sharing of resources between our Department of Corrections and other departments, both internal and external. Nursing and Community Corrections staff have actively taken part in facility training, and new training coordinators have been placed in both departments. We have also continued an excellent relationship with the Strafford County Sheriff's Office; Deputy Roland Morin, in conjunction with Gary DiMartino and Attorney Harry Starbranch, has been instrumental in the development of our facility Transport and Custody Program. Sig Sauer Academy, their Training Director Adam Painchaud, and Chief Ducharme of Rollinsford Police Department have also been vital in establishing our facility firearms program. We now have two certified facility firearms instructors, one pistol armorer, and the first three fully certified Transport and Custody Officers in the state of New Hampshire. We have also strengthened our relationships with the other New Hampshire county Department of Corrections, FCI Berlin, the Department of Justice, and the Strafford County Regional Tactical Operations Unit.

With all of the positive departmental growth and new relationships built, I have every indication that 2015 will be an even more productive year in training than 2014 was.

Respectfully Submitted,

*Robert Hayden*

Robert Hayden, Training Sergeant

## STRAFFORD COUNTY 2014 ANNUAL REPORT

### 2014 Promotions and Recognitions:

<u>Field Training Officer:</u>	Officer Kerrie Hasty
<u>Booking Officer:</u>	Officer Craig Kimball Officer Matthew Kimball
<u>Central Control Officer:</u>	Officer Brian Veit
<u>Selected SRT Officers:</u>	Officer Elizabeth Baez Officer Kyle Chadbourne Officer Craig Kimball Officer Matthew Kimball Officer Brian Veit Officer Nicole Wilkins

### NHAC Correctional Academy

<u>Graduates:</u>	Officer Elizabeth Baez Officer Erin Guyotte Officer Michael Kenyon Officer Matthew Kimball Officer Diane Lavrentios Officer Jason Ruggiero Officer Matthew Simon
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We held our annual Employee Recognition Banquet in May of 2014. The following employees received recognition for their achievements in 2013:

### Life-Saving Award:

Corporal Kevin Bowdridge	Officer Travis Corriveau
Officer Ryan Bubar	Officer David Lapanne
Officer Gillaen Nadeau	Officer Nicole Wilkins
Officer Craig Kimball	Officer Brent Chapple
Officer Brian Veit	Officer Justin Collins
Officer Jeff Kennie	Officer Michael Garcia

<u>Food Services Employee of the Year:</u>	Peter Donnelly
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<u>Medical Department Employee of Year:</u>	LPN Marc Viera
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## STRAFFORD COUNTY 2014 ANNUAL REPORT

### Community Corrections Administrative

Support Employee of the Year: Denise Morin

Rookie of the Year: Officer Elizabeth Baez

Officer of the Year 1<sup>st</sup> Shift: Officer Kerrie Hasty

Officer of the Year 2<sup>nd</sup> Shift: Officer Brent Chapple

Officer of the Year 3<sup>rd</sup> Shift: Officer Joshua Brown

Supervisor of the Year Award: Corporal Leonard Nadeau

### Community Corrections Supervisor of the Year:

Carrie Conway, Criminal Justice Coordinator

### Community Corrections Employee of The Year:

Blair Rowlett, Director Mental Health Supervision

Employee of the Year Award: Officer Travis Corriveau

We continued to provide community outreach by conducting facility tours for students from Spaulding, Portsmouth, Farmington, Nute, Dover, Oyster River Cooperative, and St. Thomas High Schools, Great Bay College and UNH. Other guests included the Police Explorers, Leadership Seacoast, City Year NH, Dover Citizen's Police Academy, and UNH Citizen's Police Academy. We take pride in our staff and facility and enjoy showing our participants some of the innovative programs we offer.

As part of our boarding contract, we had yearly inspections conducted by The U.S. Department of Homeland Security, Immigration and Customs Enforcement, the Federal Bureau of Prisons and the United States Marshal's Service; these inspections serve as a way for us to gain feedback on our operations so we continue to maintain the highest possible standards. We consistently receive complements on both our staff and facility during these inspections and it is very validating when other agencies notice the level of professionalism we see in our staff members every day.

Our officers and support staff continue to be the most important part of our facility; each challenge is met with a positive attitude and their dedication and commitment are truly inspiring. It is wonderful to have such a talented and professional group of people working for the County.

## STRAFFORD COUNTY 2014 ANNUAL REPORT

Apart from the amazing work the officers and support staff do for the jail, we could not be successful without the support and diligence of the Board of County Commissioners. The Commissioners provide feedback and support to the jail staff and remind us on a regular basis that the jobs we do are important. Having County Commissioners that take a genuine interest in the staff and facility makes it a pleasure to work for them; their vision and support of innovations in corrections guides us towards the future in a way that is evident by our current success. They also show support for the officers and support staff by attending our annual employee recognition banquet and personally congratulating each award recipient.

Budget issues will continue to be a challenge, as they are for every government agency, but I have every confidence we will not only meet but exceed expectations. I am anticipating that we will continue to help the taxpayers of this County by stressing reduction of criminal behavior beyond the doors of this institution in our efforts to reintegrate those that have been separated from society.

Respectfully Submitted,

*Bruce Pelkie*

Bruce Pelkie, Superintendent

### **Program End of Year Report: 2014** **Educational Programs**

Education: High School Equivalency preparation and Adult Basic Education. Dover Adult Learning Center provided Adult Educational classes three days each week for a total of 19 instructional hours per week. A total of 209 inmates were enrolled in Adult Basic Education classes in 2014.

Hi-Set Exam: The State of New Hampshire is now using the Hi-Set exam instead of the GED for high school equivalency. SCDoc administered the Hi-Set exam to 41 inmates in 2014. 22 inmates passed all sections of the exam. 5 inmates did not pass. 12 took and passed portions of the exam.

Special Education: Special Education continues to be offered at SCDoc. Coded students are referred to a tutor who contracts with the local school districts to provide services to incarcerated special education students.

ESOL: 2 weekly classes of English as a Second Language were offered to inmates with language barriers.

## **STRAFFORD COUNTY 2014 ANNUAL REPORT**

**Volunteer Tutors:** 4 volunteer tutors worked in the facility in 2014, providing a combined average of approximately 8 tutoring hours per week.

**Enrichment Programs:** Four enrichment programs each week were offered to inmates: Topics included: Writing and Poetry, Sociology, Social History, Psychology and Personal Development.

### **Therapeutic Community Program / Women's Recovery Program**

SCDOC offers an intensive 90 day drug treatment program. Offenders enrolled in these programs are segregated from the general jail population and adhere to a strict schedule and multitude of recovery programs. Two programs are run, one for men and one for women.

113 individuals were enrolled in the Men's or Women's Therapeutic Community programs in 2014.

98 individuals successfully completed all requirements of the program

12 individuals failed to successfully complete the program

03 individuals requested to leave the program

### **Substance Abuse / Behavioral Programs**

**Drug and Alcohol Education:** SCDOC provided weekly drug and alcohol education groups to each housing area in the jail.

**Alcoholics Anonymous and Narcotics Anonymous:** AA groups for both male and female inmates were held weekly for each housing unit and daily for the TC units this past year. NA groups were held bi-weekly.

**Anger Management Training and Life Skills Classes:** SCDOC provided 6 anger management classes and 4 life skills classes per week.

**Parenting Classes:** Three Parenting classes were offered on a weekly basis; one class for female inmates and 2 classes for male inmates.

**Ending the Violence Program:** Two sessions of domestic violence batterer's intervention were offered per week.

**Thinking for A Change:** Two weekly sessions of this program that highlights better decision making were offered to inmates housed in general population.

## **STRAFFORD COUNTY 2014 ANNUAL REPORT**

**Victim Impact Seminar:** This class was offered to female inmates on a weekly basis.

**Take Back Your Life:** Advocates from A Safe Place and Sexual Assault Support Services conducted a weekly support group for victims of domestic violence.

**Positive Options Program:** This program offers individual modules of anger management, attitude adjustment and life skills classes. A program counselor and volunteer provided individual service to 4 inmates weekly.

**IVP program:** Volunteers met bi-weekly with immigration detainees to provide education and support.

**Yoga:** Two one hour classes were offered weekly.

**Vet to Vet:** SCDOC hosts a monthly Vet to Vet meeting. Volunteer Veteran Advocates meet with inmates with prior military service to help them navigate veteran's services and provide peer support for inmate vets.

### **Vocational Services**

**Pre-Employment Program (PEPP):** This program teaches inmates job search skills, helps them to prepare resumes and job applications and teaches job interview skills. 5 classes per week were held in 2014.

**Computer Classes:** Dover Adult Learning center provided computer classes at SCDOC. 4 basic and 2 advanced classes were offered weekly.

### **Work Release Program**

#### **Work Release Report 2014**

25 Inmates were granted work release in 2014.

2 Inmates were granted child care release in 2014

10 Completed work release and discharged time served

8 Completed work release and were discharged to Community Corrections

9 Suspended from work release / day release for various infractions

## **STRAFFORD COUNTY 2014 ANNUAL REPORT**

### **Job Placement:**

SCDOC assisted 4 eligible inmates with job search and placement into work release jobs.

### **Spiritual Services**

A variety of Spiritual Programs were held at SCDOC in 2014:

Sunday Service: Weekly Catholic group that meets on Sunday for the female inmates

Sunday Bible Study: Weekly group for female inmates

Monday Night Bible Study: Bible study conducted for special population inmates

Catholic Services: Weekly Catholic program offered to females and to male general population units.

Bible Study and Music Ministry: Program for male general population that includes bible study and spiritual music.

Catholic Counseling: Four volunteers currently offer individual Catholic counseling to inmates.

Buddhist Meditation: Two volunteers facilitated a meditation program for two units.

Spiritual Care Advisory Board: This board made up of local spiritual leaders meets monthly to review spiritual service applications, and to ensure that best practices for spiritual care are being followed by spiritual service volunteers.

Clergy Visits: Ordained clergy from various faiths ministered to inmates upon request from the inmates.

### **Internships**

SCDOC hosted 4 interns from the University of New Hampshire and New Hampshire Technical Institute in 2014. Student interns were from the Justice Studies and Psychology Programs. During the academic year each of these interns provided approximately 12 weekly hours of service. Duties included: Assisting with educational programs, discharge plans, observing in the TC units and administrative support.



## STRAFFORD COUNTY 2014 ANNUAL REPORT

### Inmate Services

Library: The Programs Department solicited and managed donations of books and educational materials for the jail library. Several thousand books were donated by various community organizations and businesses in 2014.

Law Library: 4 Law library computer stations containing NH State, Federal and Immigration Laws and word processing software were provided for inmate use.

Case Management / Discharge Planning: Case management services to assist inmates with discharge planning, linkages with community resources, admissions into substance abuse treatment and transitional housing programs as well as other transitional needs are offered to all inmates upon request.

Respectfully Submitted,

*Jake Collins*

Jake Collins- Assistant Superintendent, Programming

### 2014 Jail Industries Annual Report

In 2014 the Strafford County Jail Industries program trained and employed 48 inmates for a total of 15,544 work hours. An additional 59 inmates were employed in our laundry department for a total of 9,902 work hours. Inmates were taught many important vocational skills including hand soldering, assembly, packaging and heat sealing, product inspection, commercial sewing, and laundry operations.

In addition to our existing accounting centers, Jail Industries added screen printing to its program in 2014. Inmates are learning all aspects of screen printing while creating and selling custom printed apparel to local organizations, county, state and private customers.

Inmates were prepared for release by developing high end manufacturing skills that are always in demand. They were provided work references and job placement assistance whenever possible and assistance with securing their Social Security card. Jail Industries also maintained a mandatory savings account for each worker with half of all monies earned ready for the inmates to collect upon their release.

Jail Industries continues to maintain its ISO 9001:2008 certification as well as complying with Bureau of Justice certification for our private sector partnerships.

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### Jail Industries Gross Earnings for 2014 by Customer

Airmar Technologies	\$42,570.15
Ashby Cross	\$5,541.92
Cocheco Valley	\$3,094.74
Diacom Corp.	\$29,472.07
Seacoast Hospice	\$2,878.46
Rest Easy	\$744.00
Screen Printing	\$9,583.52
Sgt. Knots	\$26,507.99
Sulzer Mixpac USA	\$23,670.96
Warner Power LLC	\$2,971.62

The program grossed \$147,035.43 in 2014, in addition to providing laundry services for the Jail and County Rest Home.

With the addition of a new customer, Elecyr Corporation out of Dover NH, to our list of private sector partners in 2015 and the forecast of increased business with our screen printing operation, Jail industries is looking forward to training and working more inmates and increasing our earnings in 2015.

### **The Family Reception Center 2014 Annual Report**

2014 marked the 13<sup>th</sup> year of operation for the Family Reception Center; in 2014 the FRC raised \$1,813.50 from grants, donations and the sale of pictures and Christmas cards to inmates which allowed it to be a self-supporting entity.

The money raised was used to:

- Provide activities and enhance family visits during Easter, Fourth of July, Halloween, Thanksgiving, and Christmas.
- Purchase hats and mittens given to children during cold weather months. Many hats and mittens were donated to the FRC by individual supporters of the program as well.
- Provide refreshments to families before and after they visit their loved ones.
- Provide a visitor handbook so that through communication, families and inmates learn what is going on at our facility. The families receive the same handbooks that inmates do; it is just called a Visitors Handbook.

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- Provide caring and knowledgeable persons and relevant materials to give families and loved ones helpful information and resources to improve the situation families face through incarceration of their loved ones.

Based on our continued data collection, we are indeed lessening stress. Updated data shows that we continue to have approximately 3,200 contacts over a given year with families.

Our mission and goals remain the same:

- To provide a comfortable, trusting, and supportive environment where inmates' families and friends may come before or after visits to receive validation, support, and resources that may lessen the negative impact experienced through incarceration.
- To provide a setting where people experiencing the incarceration of a loved one may come to receive support from others experiencing or who have experienced the same situations.
- To provide a more positive and comfortable setting for children wishing to visit.

Families continue to express how much they appreciate the FRC and how unique it is compared to other sites they have visited.

Respectfully Submitted,

*Rodney Smith*

Rodney, Smith  
Jail Industries Director

## STRAFFORD COUNTY 2014 ANNUAL REPORT

### **2014 STRAFFORD COUNTY COMMUNITY CORRECTIONS ANNUAL REPORT**

The Community Corrections Program is composed of several programs, all united under the same mission. We work with the criminal justice system to create a safe community. We provide the Courts with accurate information and offer viable, cost effective pre-trial and sentencing options through a balance of enforcement and treatment strategies, while holding the offenders accountable and affording them the opportunity to become productive, law-abiding citizens. Community Corrections monitors pre-trial release and pre-trial diversion cases. We assess, supervise, and provide the necessary services for defendants. We collaborate with the criminal justice community to assist in pre-trial release decisions, promote community safety, and ensure the return to court, while using the least restrictive environment necessary. To complement these programs, Community Corrections also assesses sentenced offenders housed at the Strafford County Department of Corrections and, if possible, diverts them to intensive community-based supervision, while providing individualized treatment plans. This helps transition them into being productive community members, thereby helping to reduce future criminal acts while promoting a safer community.

#### **Pretrial Assessments**

Strafford County Community Corrections completes assessments on all defendants booked into the Strafford County House of Corrections. The interview or assessments takes place as soon as possible, and is the first step in preparing the defendants' assessment for court. The intake coordinator then uses the information gathered as a foundation to assist them when completing the report for the court. Typically the assessment contains criminal history, pending charges, address history, employment history, education, dependents, and community ties. This assessment is given to the Judge, to aide in making an informed decision when determining if bail supervision is necessary. The assessment is available for use during the defendant's arraignment, probable cause hearings, and bail hearings. In 2014, the Regular Pretrial Program completed 522 assessments and the Mental Health Pretrial Program completed 344 assessments, on defendants booked into the jail. In total, the Strafford County Community Corrections bail supervision programs completed 866 assessments in 2014.

- 19% of the defendants interview were found not acceptable
- 22% of the defendants interviewed are charged with a domestic violence crime.
- 43% are charged with misconducts.  
(Violation of Probation, Breach of Bail, or failure to appear)
- 33 % of the defendants interviewed are charged with a felony.
- 38 % of the defendants interviewed were arrested by Rochester PD.
- 29% of the defendants interviewed are unemployed

## STRAFFORD COUNTY 2014 ANNUAL REPORT

### **Pretrial Supervision**

All defendants on Strafford County Community Corrections Pretrial Supervision must comply with a standard set of conditions that we tailor to the needs of the individual client. The court may also order specific conditions for the defendants to follow. Examples of standard conditions are:

- *Checking in by telephone daily*
- *Reporting to our office at the discretion of the defendants Case Manager*
- *Refrain from the use of excessive alcohol*
- *Submit to mandatory random and scheduled drug testing*
- *Adhere to a curfew*
- *Electronic monitoring to include GPS or the use of remote alcohol monitoring*
- *Court ordered no contacts*
- *Notification of all changes to telephone numbers, address, and employment*
- *Notify the staff of any contact with Law Enforcement*
- *Refrain from the use of any alcohol*
- *Refrain from possessing firearms*
- *House checks to ensure compliance and verify address and living situation*
- *Travel Restrictions*

Community Corrections completed 273 total intakes. Of the clients placed with Pretrial Supervision, 22% were ordered from Dover District Court and 58% from Rochester District Court. Of the 198 cases that were closed in 2014, 70% of the clients successfully completed and did not have a violation that caused termination from the program. Most importantly, 99% of the clients appeared at their respective court dates.

### **Regular Post Trial Supervision**

Community Corrections has two post-trial programs. The first is Administrative Home Confinement (AHC). This is a court ordered program where the defendant typically spends some time in jail and the remainder at home and is supervised in the community. The second program is the Step-Down Program. The idea behind this program is to encourage continued life improvements for inmates as they transition from life within the jail facility back into the community. This is accomplished by taking inmates incarcerated in the HOC who are of good behavior and attending programs. Community Corrections then files a motion on the defendant's behalf with the court. If granted, the inmate is released into the community under the supervision of Community Corrections. Community Corrections will complete an assessment on the sentenced inmates in the jail to see if they are appropriate for either of these programs. In 2014 Community Corrections completed 78 assessments on inmates who were incarcerated at the HOC and we had a total of 70 intakes. We also had a success rate of 88%. Our most common violation was drug use at 47%.

### **Regular Pretrial Diversion**

The Pretrial Diversion Program in collaboration with the Strafford County Attorney's Office had 24 intakes and assisted in collecting \$6,017 in restitution. The Diversion



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Program has been created for people who have had no prior criminal dealings with the criminal justice system and who the County Attorney's Office does not anticipate returning to the system. We had 8 clients not complete the program this year due to new charges that were brought up against them or failing to comply with the diversion agreement.

### Employability Program

The Employability Program was established in 2009 brings together Community Corrections and the Division of Child Support Services (Division) in a partnership that will assist delinquent obligors to come into compliance with their child support order and help prevent civil incarceration to the Strafford County HOC. This program is the first in the State of New Hampshire and shows one more time how Strafford County stays on the cutting edge and has a seamless approach to corrections and the judicial process. In 2014, we had 5 new intakes. We assisted in collecting over \$18,638 worth of child support through our office. This does not include direct payment to the Division or garnishments that are established. We average 30 clients on this program. If this program was not available, most of these individuals would have ended up in jail. The participant would not have been able to pay any child support or do job searching to gain employment. More importantly, since the program started, we have been able to collect over \$400,000 in child support, according to DHHS Child Support Division.

Strafford County Community Corrections would like to acknowledge and gratefully thank the Strafford County Superior Court, Circuit Court and Family Court Judges, the County Attorney's Office, Local Prosecutors and Defense Attorneys, The New Hampshire Public Defenders Office, Local Police Departments and the Strafford County House of Corrections for their continued support. We would also like to thank the Strafford County Board of Commissioners and the County Administrator, Ray Bower for their continued support and innovative guidance. Strafford County's Regular Supervision- Pretrial and Post Trial team members who exhibited dedication and professionalism in 2014:

\*Jon Forcier, Senior Case Manager

\*Sid Bird, Pretrial Supervision Officer

\*Ryan Bubar, Pretrial Supervision Officer

\*William Britton, Regular Supervision Director

\*Carrie Lover Conway, Criminal Justice Programming Coordinator

Respectfully Submitted,

*William Britton*

William Britton, Director

## **STRAFFORD COUNTY 2014 ANNUAL REPORT**

### **2014 STRAFFORD COUNTY COMMUNITY CORRECTIONS: ALTERNATIVE SENTENCING/SUPERVISION PROGRAMS AND SPECIALTY COURTS REPORT**

In 2014 the Alternative Sentencing Programs in Strafford County experienced continued growth and programmatic enhancements. By rehabilitating and supervising offenders in the community, we save taxpayer money while maintaining public safety, thus decreasing victims, and returning offenders back into the community as law abiding citizens. The Alternative Sentencing Programs co-exist in this County as part of an overall philosophy shift to supervise and rehabilitate offenders in the community with help from the entire-County infrastructure. Without any piece of this infrastructure, these programs would not be able to operate as efficiently or as successfully as they do. This infrastructure includes; Strafford County Community Corrections, including the Community Work Program, the NH Public Defenders-Dover office, the County Attorneys' office, the Strafford County Department of Corrections, including the Therapeutic Community, the Strafford County Sheriff's Department, Southeastern NH Services, NH Department of Corrections Probation/Parole, and the Strafford County Superior Court, Rochester and Dover Circuit Courts and the Family Court Division. Of course, County-alternative sentencing programs require local government support and without this support from the Strafford County Delegation, Strafford County Commissioners; Chairman George Maglaras, Robert Watson, and Leo Lessard, these programs would not exist. The leadership from County Administrator Raymond Bower has been crucial over the past year as he provides the initiative and support we have needed to grow and evolve. In 2015 we will continue to seek the enhancement of our County Criminal Justice Programming and the infrastructure that supports these programs.

#### **The Strafford County Adult Drug Treatment Court**

In 2014, the Strafford County Drug Court celebrated its 10 year anniversary. Following a year-long pilot program, the Drug Court commenced full-operations on January 19, 2006 after securing a Department of Justice grant for 3 years and was the first adult drug court in New Hampshire. The Drug Court is a specialty court program that connects felony and misdemeanor-level, substance-abusing offenders and NH State Prison Parolees who meet the same criteria, sentenced out of Strafford County Superior Court, to an integrated system of intensive alcohol and drug treatment in the community, combined with case management, community monitoring, strict court supervision and progressive incentives and sanctions. By linking participants to treatment services, the program aims to address offenders' addiction issues that led to criminal behavior, thereby reducing recidivism, and protecting public safety. The Drug Court is designed to be a 12 to 18 month felony-level, and a 6 to 12 month misdemeanor-level, alternative sentencing program, divided into three phases, and followed by one year of probation. The Drug Court utilizes such

## **STRAFFORD COUNTY 2014 ANNUAL REPORT**

programs as the Work Program, Therapeutic Community, Transitional Housing, and Re-Entry Clinicians to help support sanctioning and clinical interventions. Over the past year, the Drug Court held steady with an average enrollment of 50 participants and an average of 18 to 19 graduates from the program each year. Since 2009, Strafford County has participated in a state-wide drug court meeting where all of the drug courts from New Hampshire discuss successes and challenges, while reviewing best practice models. A background check of all our graduates found the recidivism rates three years after completion is 22 percent. This data was collected in 2014 and included everyone that began the program in November 2004 and forward. In 2014, Strafford County Adult Drug Treatment Court graduated 127 participants since inception and maintained a head count above 63 participants. *For more information regarding the Drug Treatment Court please contact: Alex Casale, Director @ 516-7193 or Carrie Lover Conway, Coordinator @ 516-7195.*

### **Strafford County Community Corrections Mental Health Pre-Trial and Post-Trial Supervision**

Strafford County Pre-trial Mental Health Supervision provides case management and supervision of defendants, who have been diagnosed with a mental illness, while residing in the community and awaiting trial. Through case management and supervision, the defendant is assisted to obtain and maintain appropriate mental health services and access medications to ensure stability and while in the community. Defendants are released from jail without (in most cases) having to post cash bail. Supervision consists of daily/weekly phone and/or office check-ins, case management, voluntary referrals to services, medication checks, drug screens, and mental health compliance. In 2014, The Pre-trial Mental Health Supervision program averaged 57 clients at any given time and had a total of 157 total intakes. In 2014, the Pre-Trial Mental Health Diversion Program averaged 11 clients and had 11 intakes. Strafford County Post-Trial Mental Health Supervision offers community based supervision to inmates of the Strafford County Jail. The Administrative Home Confinement program is a court ordered program in which inmates are found eligible for release once sentenced from court. The Step-down Program is a jail program that provides incentives for inmates who exhibit good behavior and willingness to participate in appropriate rehabilitative programs while incarcerated. All inmates released into the community are required to wear a GPS tracking device and/or a Sobrieter. Program participants with mental illnesses are required to continue medications and mental health treatment in the community as part of conditioned release. In 2013, Mental Health Post Trial-supervised on average 11 inmates in the community and had a total of 39 intakes for the year. *For more information regarding the Mental Health Court, please contact Blair Rowlett, Director @ 516-5182 or Carrie Lover Conway, Coordinator @ 516-7195.*



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### **Strafford County Rochester Circuit Court Mental Health Court Pilot Program**

This alternative sentencing program commenced operations in June 2007. The Mental Health Court provides court supervision and treatment services to mentally ill defendants to promote engagement in treatment, improve quality of life, decrease recidivism and increase community safety and awareness of mental health issues. The Mental Health Court is a 3-phase specialty court program designed for adults who have one or more misdemeanor-level and/or felony-level offenses and who are eligible for mental health treatment. The Mental Health Court involves frequent court appearances, as well as individualized treatment planning and case management. This program also awards incentives for healthy, appropriate behavior and imposes sanctions for negative behavior. The Strafford County Community Corrections program (SCCCP) has made great strides in identifying and releasing clients with Mental Health issues. In coordination with Strafford County Judges and the local mental health center, SCCCPC has helped develop bail language that compels defendants to get mental health treatment as a condition of their bail. The continuity of supervision that is provided from Pre-trial to Post-trial is a major factor in the referral and success of the program. The program is used in lieu of a jail sentence and the majority of successful completions result in convictions being vacated. The Mental Health Court Team consists of Judge Ashley, Thomas Velardi, Carrie Lover, Blair Rowlett, David Bettencourt, Judi Rogers, and Tammy Smith. In 2014, the Mental Health Court had 11 intakes and graduated 8 participants. The Mental Health Court was an outgrowth from the Strafford County Mental Health Council. In 2007, the Council also began a Crisis Intervention Team which includes staff from the Rochester and Dover Police Departments, Community Partners and NAMI-NH. In 2008 this team became certified as a Crisis Intervention Team who responds to mental health-related police calls to ensure a more systematic, sensitive approach to persons with mental health issues. *For more information regarding the Mental Health Court, please contact Blair Rowlett, Director @ 516-5182 or Carrie Lover Conway, Coordinator @ 516-7195.*

### **The Strafford County Habitual Offender Academy Program**

After the NH Department of Corrections eliminated funding for the “traditional state wide “Academy Program in 2009, the Strafford County Attorney’s Office identified a need for the continuation of such programming for an identified Habitual Offender (HO) population. The primary goal of the Habitual Offender Program is to help persons with a Habitual Offender charge, work towards getting their driver’s license back. This process entails guiding participants through the Department of Motor Vehicles. Those who participate in the program are also on Administrative Home Confinement through Strafford County Community Corrections Program. There are two tracks to the HO Program; one track for those who do not have any substance abuse issues and one track for those that do have substance abuse issues. Those who have a history with substance abuse are required to participate in counseling and self-help meetings as determined by a

## **STRAFFORD COUNTY 2014 ANNUAL REPORT**

drug and alcohol evaluation. All those who participate in the Habitual Offender Program, regardless of the track, are required to attend the Life Skills group that the program runs. All participants are required to complete 150 hours of community service, call in for nightly curfew checks, and maintain a full time job or full time schooling. In 2014, the Habitual Offender Academy Program had 16 referrals with an average daily headcount of 6 participants. *For more information regarding the Academy Program, please contact Carrie Lover Conway, Coordinator @ 516-7195*

### **Specialized Transitional Housing Program**

Strafford County Specialized Transitional Housing Program opened its doors on November 16, 2009, piloting a 12 bed residence for males. Strafford County received a federal grant from the Department of Justice that provided grant funding through March 2012. In 2013, we have expanded our number of male beds to 20 and have added a female transitional housing area that can house up to 8 females. We have also enhanced current staffing patterns to meet the needs of the occupancy increase. The focus of the Housing Program is two-fold; reduce victims in the community and reduce the recidivism rate at the House of Corrections. Strafford County recognizes the importance of providing a smooth transition from the House of Corrections back into the community. Some of the road blocks those individuals face exiting the House of Corrections are homelessness and lack of structure. The purpose of the Housing Program is to provide those individuals with a residence for up to 90 days which allows them the ample time to find employment and a stable living environment. Individuals who will be considered eligible for the program will have completed extensive programming inside the House of Corrections and will complete the screening process for the program. Residents are considered "outmates" of the House of Corrections and will have to follow strict rules in order to reside there. Residents will be subject to curfews and random drug and alcohol testing, mandated to attend in house programming, and will be expected to complete job searches every day. The Housing staff provides transportation to several self- help groups in the community. The therapeutic nature of Transitional Housing serves to reinforce positive behavior and admonish negative behavior by providing role modeling, counseling and appropriate supervision. In 2014, Transitional Housing completed 156 intakes and housed 113 male residents and 43 female residents, with an average length of stay of 33 days. *For more information regarding the Specialized Transitional Housing Program, please contact Thomas Herzig @516-7198 or Carrie Lover Conway, Coordinator @ 516-7195.*

### **Re-Entry Clinicians**

Strafford County was awarded a one (1) year grant in the amount of \$160,730 through The Second Chance Act Federal Grant Program through September, 2011. Strafford County was invited to extend this grant through 2014 and received \$500,000 in funds. This grant has allowed Strafford County Community Corrections to hire 2 full time Re-



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Entry Clinicians along with other ancillary services to benefit re-entry. The Second Chance Act of 2007 provides a comprehensive response to the increasing number of people who are released from prison and jail into communities and the sub-sequent challenges communities face as offenders attempt to reintegrate into society. A combination of trends in sentencing, incarceration, and post-release supervision has brought prisoner reentry to the forefront of discussion among policy makers, practitioners, and researchers. Without consistent support systems, access to resources, and positive intervention, a newly released offender is at risk to return to a life of crime therefore creating more victims of crime in our local community. A national average suggests a drug court participant commits 105 crimes before entering the program. Re-entry and transitional services allows for additional resources to be dedicated to prisoner/community integration, thus de-creasing the potential number of victims associated with criminal activity. Further, many offenders have substance abuse or mental health problems that require immediate and persistent attention. Through this grant award, Strafford County will continue to build upon its overall therapeutic approach towards public safety and offender-community reintegration. *For more information regarding Re-Entry, please contact Thomas Herzig, Re-Entry Specialist @516-7198 or Carrie Lover Conway, Coordinator @ 516-7195.*

Strafford County's Alternative Sentencing/Supervision Programs and Specialty Courts team members who exhibited dedication and professionalism in 2014:

\*Alex Casale, Drug Court Program Director

\*Jamie Bennett, Drug Court Senior Case Manager and Pre Trial Supervision Officer

\*Christopher Gowell Specialty Courts Case Manager and Pre Trial Supervision Officer

\*Tammy Smith, Community Partners Mental Health Liaison

\*Blair Rowlett, Mental Health Programs Director

\*Amanda Vachon, Mental Health Programs Senior Case Manager

Thomas Herzig, Transitional Housing Director, Reentry Clinician

\*Christine McKenna, Reentry Clinician

\*Adam Dionne, Transitional Housing Case Manager

\*Zachary Tuttle, Transitional Housing Case Manager

\*Kasey Locke, Transitional Housing Case Manager

\*Heather Bragdon, Transitional Housing Case Manager

\*Carrie Lover Conway, Criminal Justice Programming Coordinator

Respectfully submitted,

*Carrie Lover Conway*

Carrie Lover Conway, MSW, Corrections Officer, CPM  
Strafford County Criminal Justice Programming  
Coordinator

## **STRAFFORD COUNTY 2014 ANNUAL REPORT**

### **2014 COMMUNITY WORK PROGRAM ANNUAL REPORT**

The Strafford County Community Work Program provides community services to Strafford County non-profit agencies, tax supported organizations, and government agencies. The Work Program consists of Court-ordered participants who are sentenced to the program, and other Strafford County program participants such as Drug Treatment Court, Mental Health Court, Diversion Agreements, Employability Program, Probation and Parole, and Strafford County Community Corrections program clients. The program operates 7 days a week, with two crews operating at any one time.

The Strafford County Community Work Program received 333 new Court-ordered participants in 2014. The orders received by Court were as follows:

Dover Circuit Court:	121 Males, 57 Females
Rochester Circuit Court:	83 Males, 20 Females
Strafford County Superior Court:	28 Males, 12 Females
Other (out of County):	7 Males, 5 females

There were a total of 369 participants from the various programs that participated in the Strafford County Community Work Program in 2014, that included 268 males and 101 females.

The successful completion of the Court-ordered participants for 2014 was 73%, with 243 males and 73 females completing their Court-ordered amount of hours within the time frame that the Court established.

The failure rate for 2014 was 27%, with 73 males and 27 females failing to complete their Court-ordered hours in a timely fashion.

In 2014, the Community Work Program assisted 66 various programs and agencies within Strafford County, for a total of 25,517 hours and an estimated savings of \$255,517.

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The hours and estimated savings broken down by city and town are as follows:

<u>City/Town</u>	<u>Hours</u>	<u>Savings</u>
Barrington:	72.0	\$720.00
Dover:	5,187.0	\$51,870.00
Farmington:	410.0	\$4,100.00
Lee:	151.0	\$1,510.00
Madbury:	99.0	\$999.00
Middleton:	889.0	\$8,890.00
Milton:	1,498.0	\$14,980.00
New Durham:	98.0	\$980.00
Rochester:	3,060.0	\$30,060.00
Somersworth:	1,600.0	\$16,000.00
Various County agencies:	10,600.0	\$100,600.00
Out of County	1,853.0	\$17,510.00

The Strafford County Community Work Program sold 40 cords of hardwood, for a total sales amount of \$8,000 that was returned to the Strafford County General Fund. The program also donated 8 cords to needy families within Strafford County.

The CWP program also recycled over 45 tons of scrap metal at the recycling center for additional revenue of \$2,340.00 for the County.

In 2014, some of the various non-profit agencies that the SCCWP assisted were: COAST, community Action Partnership of Strafford county, New Hampshire Special Olympics Summer and Winter Games, penguin Plunge, New Hampshire Fish and Game, Soil Conservation District, Rochester, Somersworth, and Dover Housing Authorities, Somersworth Housing Authority, to name but a few.

I would be remiss to note that due to the hard work and dedication of the Community Work Program Supervisors, Troy Chabot, Kevin Boucher, and Matt Bower, this program is a great success. Therefore, I wish to thank them all for their commitment, dedication and talent in making this program what it is today. Each day they bring the County philosophy into the community with their professionalism and understanding that each task is different, but the result is the same, **COMMUNITY SERVICE**.

Respectfully submitted,

*Ken Robichaud*

Ken Robichaud, Director  
Community Work Program

## STRAFFORD COUNTY 2014 ANNUAL REPORT

### **2014 ANNUAL REPORT**

#### **STRAFFORD COUNTY UNIVERSITY of NEW HAMPSHIRE COOPERATIVE EXTENSION**

*Working to strengthen youth, families and communities,  
sustain natural resources, and improve the economy*

#### **Strafford County 4-H Youth Development (1.0 FTE)**

Jill Hall, 4-H Youth Development Program Coordinator

4-H Youth Development programs help youth between the ages of 5 to 18 become competent, caring, contributing and confident members of communities. The 4-H youth experience encourages youth to progress in their skills and knowledge in self-selected projects and practical interest areas, as they advance in their life skills of Head, Heart, Hands and Health for Better Living. Popular 4-H projects that include animal science, mechanical science, family and consumer science, are now grouped into three broad topic areas: science, engineering and technology; healthy living; and citizenship. Through 4-H opportunities youth experience positive learning environments and have opportunities that foster growth in the essential elements of positive youth development: belonging, mastering skills, influencing others, being independent and learning the meaning of volunteer service, as well as generosity.

#### **4-H Youth Development 2014 Impacts**

In 2013, the Strafford County 4-H program reached 170 youth through fourteen (14) 4-H community clubs, and County-wide program efforts have been led by 50 enrolled volunteers who serve as positive role models partnering with youth to organize local 4-H programs and activities. These clubs created a combined community service impact of over 4,500 hours in Strafford County.

Some details include:

•***Strafford County 4-H reached out to the community through local broadcasting.*** This includes a spot on WTPL FM to talk about 4-H, as well as an interview with Don Briand and the WOKQ morning show. 4-H also had PSAs to advertise the Trail Run on the SHARK and one for WOKQ/WPKQ stations.

•***4-H officially chartered two active 4-H clubs***, “The Golden Sweet Meadow Cloverbuds,” at the Rollinsford Library with 10 members ages 5-8, and the Barrington Sprouts, with members ages 5-10.

•***4-H supports students in school and provides opportunities for school communities.*** We have helped three elementary schools connect with grants and programming through



## STRAFFORD COUNTY 2014 ANNUAL REPORT

our state-wide STEM initiative. We have developed ongoing afterschool partnerships with Somersworth and Dover Middle Schools, reaching several dozen youth through archery, RC car programs and more. Through our participation in Agriculture in the Classroom with the New Hampshire Farm Bureau, we have reached several hundred youth with Ag Literacy Week, a program which brings ag themed books and education to local classrooms. Our special relationship with the Maple Street Magnet School in Rochester is also ongoing, with 2 family science nights reaching nearly 100 youth, their participation in 4-H at the Rochester Fair, and our ongoing work to consult with the school and its educators on programs and learning opportunities.

**•4-H collaborates with community partners and builds new organizational relationships.** The 4-H Program Coordinator spoke to Rochester Rotary in April, resulting in a donation to support leadership programming and a connection with Great Bay Community College. 4-H also spent time shadowing the activities of Educational Talent Search, a federally funded Trio program that targets college access and success for low-income/first generation college students in Strafford County and across the state. This resulted in greater community awareness and some collaborative marketing efforts. Lastly, 4-H partnered with the Farmington Conservation Commission on Farmington Hay Days participation. This new relationship led to a partnership where three Conservation Commission volunteers and the 4-H Coordinator participated in State-wide training program on ecological/environmental curriculum through New Hampshire Fish and Game and UNH Cooperative Extension. In the future, we hope to work together to deliver school and community programming.

**•Strafford County Youth in 4-H Attain Excellence.** Over the 2014-15 year, 14 youth will have been awarded State Achievement Awards. At least 5 Strafford County youth (2015 trips have not been awarded yet) will have won coveted spots on National Award trips to Atlanta, Georgia, Washington, DC and Louisville, Kentucky. These youth represented the State of New Hampshire to legislators, and connected with similar youth from around the country. They gained valuable life skills by creating personal resumes and participating in interviews as part of the awards process. Another youth became a nationally recognized leader in community service by winning the Prudential Spirit of Community Award. Finally, many of the youth achieved individual recognition for their dedication and excellence in project areas such as science and technology, sheep, working steers, beef cattle, sewing and others.

**•4-H Supports Youth Career Exploration and Development.** The 4-H program sponsored and organized several career related trips to local businesses and education centers such as the New England Equine Medical and Surgical Center, the Local Butcher, The UNH Thompson School of Applied Sciences, and a Career Networking Night with the Dover Chamber of Commerce. These activities involved more than 100 youth.



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•**4-H Recognizes Others' Contributions.** Special awardees at our annual awards nights have included Dean John Pike, textiles volunteer and judge Janith Bergeron, longtime volunteer and UNHCE Board Member Ruth Scruton, long-time volunteer Sylvia Townsend, Regina Smick-Attisano (UNH Thompson School), and the Dover Chamber of Commerce.

•**4-H Means Leadership Development.** 18 youth attended Teen Conference this past summer, one of the largest County delegations. This is a multi-day leadership and activity program hosted on the UNH Campus. In October, 4-H ran a County youth leadership retreat with the TREE Center in Sanford Maine. Ten youth from 6 different clubs participated and all gave very positive reviews.

•**4-H Enhances Learning, Mastery, and Skill Development for Youth.** 4-H ran several archery programs with schools and community groups, serving approximately 30 youth. 4-H also ran an RC Car program for enrolled 4-H'ers and through the Dover Middle School Afterschool Program. It was led by a certified science teacher and reached 40 youth. Additionally, 4-H held events or workshops in topics such as sewing, rocketry, cooking and nutrition, gardening, animal science, ecology, STEM activities, agriculture, public speaking, and equine assisted therapy that involved at least 150 youth.

•**4-H is in the Public Eye.** 4-H participated in several public events and programs this year, including Farmington Hay Days, Rochester and Stratham Fairs, Lee Fair, New Hampshire Farm to School Events in Merrimack and Durham, and Agriculture Literacy Week. These programs put the work of 4-H in front of hundreds of youth and families around the County and State.

Recent findings from the National 4-H Study of Positive Youth Development conducted by Tufts University indicate that young people in 4-H are three times more likely to contribute to their communities than youth not participating in 4-H. Additionally, the research from the Tufts University study indicated that youth in 4-H thrive through the health and science education and career preparation experiences they receive through 4-H programming. Compared to non-4-H youth, 4-H'ers are more likely to spend more hours exercising or being physically active. 4-H youth also have higher educational achievement and higher motivation for future education, reporting better grades, higher levels of academic competence, and an elevated level of engagement at school. 4-H youth were also more likely to be in the lowest levels of depression and risky behavior.

### **2014 Nutrition Connections Program (1.0 FTE)**

Becky Betts, Educational Program Coordinator

*Nutrition Connections* comprises two federal nutrition initiatives: **EFNEP** (Expanded Food & Nutrition Education Program) and **SNAP-Ed** (Supplemental Nutrition Assistance

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Program – Education) targeting low-income adults, families and youth. *Nutrition Connections'* key mission is to motivate program participants to adopt, master and maintain dietary, exercise, food-resource management and food-safety behaviors that foster empowerment and improve health, well-being, and economic security for the entire family. *Nutrition Connections* works with individuals and families in their homes, in groups and with youth at income-eligible schools and in after and out of school programs throughout the County.

### **Adult Participants**

A total of 49 adults participated in a *Nutrition Connections* program from June 2014 through September 2014. These programs consisted of a one-time presentation, 4 part series or a 6 part series. The individual lessons can focus on nutrition, cooking, managing food resources, food safety, physical activity, or interpreting food labels.

The programs were conducted at partnering agencies, social service and homeless centers, in the participants' home and in collaboration with Cooking Matters.

92% of the adult participants completed the requirements for their individual program.

### **Collaborating Agencies:**

- Work Place Success, Rochester, NH
- Cooking Matters
- Division of Children Youth and Families
- My Friends Place Homeless Shelter, Dover, NH
- WIC
- Goodwin Community Health Center, Somersworth, NH
- Barrington Health Center
- Bellamy Health Center, Dover, NH

### **Youth Participants**

A total of 46 youth participated in a *Nutrition Connections* program from June 2014 through September 2014. These programs consisted of a 5 or 6 lesson series focusing on nutrition, food and fitness.

An additional 60 youth from Nashua Middle School participated in interactive learning activities that promoted understanding of what constitutes healthy food and why. This one time presentation was in collaboration with UNH Nutrition Faculty, UNH Thompson School and Woodman Farm on the UNH campus.

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### **Collaborating Agencies**

- Dover Children's Home
- Seymour Osman Community Center, Dover, NH
- Somersworth Youth Connection with Cooking Matters
- Idlehurst Elementary School, Somersworth, NH

### **Strafford County Community and Economic Development (1.0 FTE)**

Kelly McAdam, Food and Agriculture Field Specialist

Andy Fast, Natural Resources Field Specialist

Sue Cagle, Community and Economic Development Field Specialist

### **Food and Agriculture**

The Food & Agriculture program in Strafford County provides research-based information to citizens in the areas of agriculture business management, soil health, integrated pest management, and the production of fruit, vegetables, pasture management, forages, animal husbandry, and ornamental horticulture. The Field Specialist position in Strafford County is focused on assisting commercial agriculture producers.

### **Food and Agriculture 2014 Impacts**

- Eighty-seven one-on-one consultations were provided through site visits, e-mail and/or phone contact with Strafford County commercial agriculture producers. Consultations include assistance with diagnosing a pest issue in crops, reviewing financial management of the operation, or assistance with establishing a new business or market.
- Twenty-nine workshops, conferences, or producer meetings were held in Strafford County with 773 people in attendance. Events were held on a range of topics from greenhouse integrated pest management, starting an orchard, and farm business planning. Three consumer food preservation workshops were held with 36 individuals in attendance.
- The Master Gardener program has 33 active volunteers who provided 1,504 hours of gardening education to 15,610 people in Strafford County. Educational projects included gardening projects with 4-H members (Kids Can Grow); educational presentations to local civic groups, retirement communities, library groups, and garden clubs; and providing education at Bedrock Gardens and other public venues.

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### **Natural Resources**

UNH Cooperative Extension provides natural resources programing in forestry, wildlife, natural resource development, land and water conservation and marine fisheries. The UNH Cooperative Extension Strafford County Forester provides education and outreach in forestry, wildlife management and natural resources business development to residents, towns, and natural resource professionals.

### **Natural Resources 2014 Belknap-Strafford County Impacts**

- An estimated 862 individuals were directly contacted through telephone calls, publication distribution, one-on-one visits and group educational meetings. Approximately 450 people attended 12 group educational meetings on a variety of forestry, wildlife, and conservation related subjects. Landowners participated in 72 woodland exams covering 3,589 acres.
- Technical recommendations from site visits will result in:
  - approximately \$20,337 of additional revenue for forest landowners, \$57,423 additional annual total production value, and \$2,033 of additional tax revenue to municipalities.<sup>1</sup>
  - additional, though difficult to quantify, economic benefits to Christmas tree and maple syrup producers.
  - provide a net benefit to forest health, water resources, wildlife habitat, recreation opportunities, urban forests, and ecological services that forests provide.
  - increased environmental literacy among all ages of Belknap and Strafford County residents.
- Education was provided in (partial list): wildlife habitat enhancement, silviculture, selling timber, forest management planning, the Current Use program, forest harvesting laws, conservation easements, forest ecology, recreational trails, how to find a logger or forester, and cost-share programs. Fact sheets and literature related to these topics were also distributed.
- Provided continued technical assistance, outreach, and project review for the Environmental Quality Assistance Program (EQIP) in Belknap and Strafford County through a MOU between the USDA Natural Resources Conservation Service (NRCS) and the Forestry and Wildlife staff

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<sup>1</sup> Assumptions: 1/3 of acreage recommendations are followed and incorporate good silvicultural practices as opposed to high grading. Increased value annualized over a 100-year period. Economic modeling is similar to conditions described in Nyland, R.D. 2005. Diameter Limit Cutting and Silviculture: A Comparison of Long-Term Yields and Values for Uneven-Aged Sugar Maple Stands. NJAF 22(2) 111-116.  
\$17/ac./yr. additional landowner revenue; \$48/ac./yr. additional total production value (industry); \$1.70/ac./yr. additional tax revenue for towns.



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- Supported statewide Urban and Community Forestry goals in Belknap and Strafford County (24 towns): This included individual landowner technical assistance, urban forest management planning, town educational support, and community forestry education and support.
- Participated on the following boards and committees: Society of American Foresters (Granite State Division, New England and Nationally); New Hampshire Tree Farm Program; Kimball Castle Wildlife Forest Committee; NH Prescribed Fire Council; North Atlantic Fire Consortium; NH Farm Museum.
- Worked with Belknap and Strafford County groups, individuals, and constituents through office, field meetings and professional conferences. A partial list includes: small, medium and large landowners, professional loggers, NH licensed foresters, Belknap County Conservation District, City of Laconia, Town of Alton, Town of Gilford, Town of Meredith, Town of Gilmanton, Town of Meredith, Strafford Rivers Conservancy, Moose Mountains Regional Greenway, NH Fish and Game, NH Division of Forests and Lands, US Forest Service, Natural Resources Conservation Service, Society of American Foresters, New England Society of American Foresters Granite State Division, The Forest Society, and the NH chapter of the Nature Conservancy.
- Supported UNHCE volunteers programs in Belknap and Strafford Counties including *Speaking for Wildlife*, *Coverts*, and *Natural Resources Stewards*.
- Participated in Emerald Ash Borer (EAB) surveys in support of New Hampshire's Forest Health Bureau.
- Completed the *Forest Products Road Manual* Revision, secured Sustainable Forestry Initiative (SFI) grant funding for its publication and met all grant deliverables.
- Awarded Mollie Beatie Young Forester Leadership Award from New England Society of American Foresters.

### **Community and Economic Development**

The UNH Cooperative Extension Community and Economic Development program provides technical assistance, training and support to local communities in the areas of civic engagement, community profiles and visioning, and economic development. Extension works with community and regional-based organizations to engage community members, identify important issues facing their community, prioritize their needs, and develop action plans to assess and address those needs. CED assistance is generally



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provided over an extended time frame, from 6 months to 2 years in order to build community capacity and support a community's goals from planning to implementation.

Community and Economic Development efforts in Strafford County in 2014 included:

- Preparing for Climate Change in Dover: This project is collaboration between the Community and Economic Development and Natural Resources teams and focuses on helping residents, boards, commissions, and city staff work together to create an action plan to prepare for climate change impacts. Two workshops were held in Dover in 2014.
- Barrington Community Profile: Engaged 130 residents to craft a vision for the future and an action plan to achieve that vision. Five action committees are working on projects to fulfill the community's vision, which entails economic development, resource conservation, and enhancing communication in the community.
- Collaboration with Strafford Regional Planning Commission: Working with the Moose Mountain Region—6 towns in Northern Strafford and Southern Carroll counties—to build better understanding of what tourism looks like in the region and opportunities for future tourism development. We are currently working with a steering committee to implement strategies that leverage the region's tourism and economic assets.
- UNHCE is working with the Strafford County Planning region to develop a Comprehensive Economic Development Strategy, working to build regional collaboration and facilitate access to resources from the US Economic Development Administration for the purpose of growing the regional economy.
- Providing economic development technical assistance to Somersworth and Rochester, specifically looking at industry cluster potential and retail trade potential in those communities.
- Economic Development Academy: Strafford County residents participated in the first offering of this four month series, completed in 2014. This series works to build the skills and capacity of economic development practitioners to implement economic development programs and projects in their respective communities and regions.
- Facilitation Training: Strafford county residents participated in the two day "Strengthening Your Facilitation Skills" workshop. Participants built skills to enhance collaborative work in communities through understanding of meeting design, process, and strategies for dealing with challenging situations.

Respectfully submitted,

*Andy Fast*

Andy Fast, County Office Administrator  
Together with the Extension Educators

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### STRAFFORD COUNTY DELEGATION PUBLIC HEARING AND MEETING MINUTES OF WEDNESDAY, JANUARY 22, 2014

A Public Hearing and Meeting of the Strafford County Legislation Delegation was held on Wednesday, January 22, 2014, at 7:00 p.m. in Courtroom II of the William A. Grimes Strafford County Justice and Administrative Building.

1. Chairman Schmidt called the meeting to order at 7:15 p.m.
2. Representative Ward led the Delegation and Public in the Pledge of Allegiance.
3. Chairman Schmidt asked everyone to remain standing for a moment of silence.
4. Chairman Schmidt asked Anne Grassie, Clerk to read the notice of the Public Hearing, which was mailed to all members of the Delegation, interested parties, posted in three (3) public places and advertised in the local newspaper. Clerk Grassie read the notice of the Public Hearing and Meeting.
5. Chairman Schmidt asked Anne Grassie, Clerk to call the roll, which showed the following members present:

PRESENT: Baber, Berube, Bickford, Bixby, Burdwood, Burke, Gardner (late), Grassie, Gray, Groen, Grossman, Horrigan, Jones, Kaen, Ketel, Malloy, Miller, Mullen, Pelletier, Perry, Rogers, Rollo, Schmidt, Spainhower, Stevens, Verschueren, Wall, and Ward (28 of 37)

EXCUSED: Beaudoin, Hooper, Hubbard, Merrill, Parsons, Pitre, and Spang (7)

ABSENT: Menear, Smith (2)

Clerk Grassie noted that a special election had been held due to the resignation of former Representative Phil Ginsburg and Amanda Merrill had been elected to replace him. Also present were Strafford County Commissioners George Maglaras, Robert Watson, and Leo Lessard, County Administrator Ray Bower, County Attorney Thomas Velardi, Sheriff David Dubois, Register of Deeds Dennis Vachon, Maintenance Director Jim Gaunya, Finance Director Diane Legere, Captain Robert Williams, Superintendent Bruce Pelkie, Lt. Chris Brackett, Administrative Assistant/Deputy Treasurer Jean Miccolo, Andy Fast from the UNH Cooperative Extension, Leslie Heindl, Carrie Conway, Allison Powers, Jeff Herring, Jenn Staufiss, and Marga Coupl from the Cocheco Valley Humane Society, and other members of the public.

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6. Invite Commission Chairman Maglaras to introduce the 2014 Commissioners' Proposed Budget: Chairman Schmidt welcomed everyone and thanked them for coming to the meeting on such a cold evening. He then invited Commission Chairman Maglaras to speak regarding the Commissioners' Proposed 2014 budget.

Commissioner Maglaras thanked everyone for coming. He stated that the Commissioners were proud to present their proposed budget for 2014. Total operational expenditures are proposed at \$56,015,504, anticipated revenues to be \$27,083,992, and the amount to be raised by taxation is \$28,931,512, a slight increase of 2.685% over 2013, and well within the cities' tax caps. At this point in time, the tax apportionments for the cities and towns in Strafford County have not yet been assessed, so the actual increase could vary by town based on changes in equalized assessed evaluation. These rates are set by the State Department of Revenue Administration, but not until they have received all pertinent information, usually by early September.

The Commissioners have included an energy retrofit for the County Complex in this year's proposed budget at an estimated cost of \$400,575 to change over to natural gas. This amount includes extending the pipeline across the river (via the footbridge) from Brox Industries on Rochester Neck Road, and connecting it to all buildings on the Complex, all necessary hookups and equipment. There is a future possibility to extend the line even further into Dover. There is an estimated 3 year payback on the investment.

Other items noted in the Commissioners' Budget Message were: The County will also complete the lighting retrofit which began in 2013; and we anticipate that this will be the last year that the County will have to borrow a Revenue Anticipation Note prior to receiving taxes in December.

Commissioner Maglaras noted that some reasons for the slight increase in the budget over last year was the continuation of the pass-down of Medicaid costs from the State to the Counties; an increase in the New Hampshire State Retirement rates for Group I and Group II employees; this is the last year of the agreed-upon wage increases for Assistant County Attorneys; and agreements with both union and non-union employees for wage increases this year. The Commissioners look forward to a complete review of the proposed budget by the Subcommittees, the Executive Committee and the full Delegation in upcoming meetings.

Commissioner Maglaras also stated that Riverside Rest Home Administrator Bower and staff have worked hard to maintain the 5-Star rating the rest home has received from the Center for Medicare/Medicaid Services (CMS) in 2012 and again in 2013.

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The Commissioners are very proud of this accomplishment and are grateful to the hard-working employees at RRH. They do an outstanding job and it is greatly appreciated. Out of 72 nursing homes in the State, only 10% receive a 5-Star rating from CMS. Staff provides outstanding care to the residents.

Commissioner Maglaras noted that due to the County's financial diligence, the County taxpayer's subsidy to RRH has been reduced to about 28% in the 2014 budget.

It was noted that the Commissioners set aside \$80,000 in the Contingency fund in case emergency funding was necessary to assist the Homemakers home health care program and/or Meals on Wheels. Both of these agencies have approached the Commissioners regarding cut-backs at the State level that may cause a reduction in service to clients. Both of these programs have a direct impact on the number of admissions to Riverside Rest Home and other nursing homes in the County, as their services allow people to stay at home longer. The Commissioners realize that the cost to provide nursing, homemaker services, and meals to residents in their own homes is more cost efficient than caring for them in a nursing home. Commissioner Maglaras noted that since the budget was printed, they have received information regarding the funding for Meals on Wheels and it looks as though that program will have adequate money at this time to maintain the status quo for the year, however, we are there as a backup so no elderly person in the County goes hungry.

Chairman Schmidt noted that he was most pleased to know that the Commissioners are continuing in their efforts to stay within the tax caps set by the cities, even though the County is not included in Dover's tax cap. This is very beneficial to the taxpayers in the County.

7. Chairman Schmidt opened the Public Hearing for comments or questions on the Commissioners' Proposed 2014 Budget. He reviewed the basic ground rules for the meeting for the Delegation and members of the public and asked anyone that wished to speak to fill out a Speaking Card, so that it would be easier to keep track of those wishing to comment on the budget. He requested that speakers identify themselves, the city or town they are from, and if they were representing a specific entity, as well as to try to keep their comments as brief as possible and try not to be repetitive if speaking on the same topic as another person. Once everyone has had a chance to speak, anyone wishing to speak again or go into more detail will be recognized. Chairman Schmidt recognized the following member of the public to speak:

- Andy Fast, UNH Cooperative Extension: Mr. Fast spoke as a representative of UNH Cooperative Extension. He stated that Extension was very appreciative of the County's



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support of the programs they offer residents throughout the past years and that they hoped that this financial support would continue this year.

8. Chairman Schmidt asked if there was anyone else who wished to speak from the public who had not yet spoken. There was no response. He asked again if there were any other member of the public who wished to speak for the first or second time. Again, there was no response. He asked one more time if anyone wished to speak; there was no response.
9. Chairman Schmidt declared the public hearing closed at 7:30 p.m. with no further requests to speak from the public, having been given ample opportunity. He noted that the public was welcome to stay, but at this time the public hearing portion of the meeting was closed. He also stated that all Delegation meetings are open to the public if they are interested in attending.
10. Approve Minutes of the March 22, 2013 Delegation Meeting: Representative Gray motioned to approve the minutes of the Delegation Meeting of March 22, 2013. The motion was seconded by Representative Wall and was accepted unanimously by voice vote.
11. Remind Delegation of Subcommittee Budget Oversight Responsibility: Chairman Schmidt reminded the Chairs of the Subcommittees to schedule meeting dates with Jean Miccolo, Administrative Assistant. At this time, Chairman Schmidt declared a five minute recess so that the Subcommittee Chairs could discuss meeting dates with the members of the respective subcommittees. Chairman Schmidt noted that the Subcommittees would meet during the first two weeks of February to review their particular portion of the 2014 budget in order to make recommendations to the Executive Committee, which is meeting on Friday, February 14, 2014 at 9:00 a.m. in the Cafeteria Conference Room. Information on the Subcommittee meetings will be sent to all Delegation members in case they are interested in attending Subcommittee meetings other than their own. The full Delegation will meet on Saturday, February 22, 2014 to hear the Executive Committee recommendations and approve the final budget for 2014. The Subcommittees will be meeting as follows:
  - Tuesday, January 28, 2014, 5:00 p.m. Revenues Subcommittee Meeting
  - Monday, February 3, 2014, 10:00 a.m.: Criminal Justice Subcommittee Meeting
  - Friday, February 7, 2014, 10:00 a.m.: General Government Subcommittee Meeting
  - Friday, February 7, 2014, 12:00 noon: Riverside Rest Home Subcommittee Meeting
12. Other Business: Chairman Schmidt asked if there was any other business to discuss or if anyone had any questions regarding the process.



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a. At this time, he recognized Commissioner Maglaras to speak to the Delegation. Commissioner Maglaras reported that the Commissioners have been working with members of the Cocheco Valley Humane (CVHS) Society Board of Directors regarding leasing land on the County Complex in order to build a new facility. The current facility consists of an old piggery, trailers, and an assortment of other out-buildings, put together to serve as an animal shelter. They have outgrown this facility and it is in very poor condition. Estimates for renovation far outweigh the costs of building a new shelter. The humane society has been located on County property for 30 years, since 1984. There are numerous problems with the current facility and the location is no longer suitable as the Jail overshadows it. Should the County require adding on to the Jail, the addition would further infringe on the spot where the humane society is currently located.

After almost a year of researching the best location on the Complex and also working with the neighbors to ensure their agreement, an area of 4+ acres was found and determined to be the best spot for the humane society. It is located almost directly behind the football fields on County Farm Road. The road would be put along the Dover side of the football fields.

Commissioner Maglaras stated that almost 15 years ago, the County put 228 acres of land into a conservation easement with the New Hampshire Society for the Protection of Forests, but retained about 70 acres for its own use. There was some discussion on the different sites that were investigated and the pros and cons of why those sites were not feasible. We currently lease land to the Hyder Hospice House and the Covered Bridge Manor, both of whom have 99 year leases at \$1 per year. Should anything happen with these businesses, the land and the facility would revert back to the County. This will be the same deal that is offered to CVHS. The Commissioners are in agreement that this is an appropriate use of County land, as it is for the public good and is in line with the County's mission.

In order to lease County lands, the Commissioners must get the approval of the Delegation. The Executive Committee met in November and approved the request and recommend approval to the Delegation. There is no cost to the County. The lease agreement would be the same as the ones we have with the Hospice House and Covered Bridge Manor and the Commissioners would have control and input over the aesthetic design of the building to ensure that it fits with the other buildings on the property. All costs for the building, i.e., landscaping, driveway, water/sewer/electric lines will be borne by CVHS. If something should happen in the future and CVHS is unable to continue its mission, the building will revert back to the County for use as we best see fit. Information, a model of the new facility,

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and photos were on display at the meeting. The proposed facility would be four times as big as the current building(s) and be able to house over 400 animals. They are currently located on about 1 to 2 acres of land. The Commissioners are proposing leasing 4 acres to them. There was some discussion regarding what will be done with the current facility and possible uses.

The Commissioners are requesting approval by the Delegation to lease this land and authorize them to enter into a lease agreement with CVHS. All abutters have been notified of the location of the facility and no one has contacted the office or appeared on this public hearing, of which they were notified and invited.

Rep. Wall asked if the Chairman would call a 5 minute recess so that they could look at the model and photos of the proposed facility. Chairman Schmidt did so. After 5 minutes, the meeting reconvened.

Chairman Schmidt asked if there were any questions. Rep. Bickford asked about the long driveway and the costs involved in running the lines. Although the driveway is long and the costs to run the utility lines will be greater than if the facility were located nearer the road, due to consideration for the neighbors, as well as the possibility of tying into the utility lines if necessary in the future, this location was ideal. It is bordered by the tree-line in the back and there is a natural hill that will block any sounds (such as barking dogs) from emitting beyond the area. There will be plenty of room for the dogs and other animals to be walked without disturbing anyone.

Rep. Bickford followed up by asking what the long-range plans were for the rest of the 70 acres of land that were kept out of the conservation easement. Commissioner Maglaras responded that five acres has been leased for a hospice house, 5 acres for the low-income housing complex (Covered Bridge Manor), and there is the possibility of a homeless shelter for veterans to be built next to the hospice house. Discussions are on-going regarding this. It was also noted that CVHS could not sublet their building at any time.

Rep. Berube stated that there has been a lot of growth in Strafford County. He believes there is a need to care for abandoned or stray animals for the public's safety. He is in favor of this project and thinks the Delegation should give its' approval.

Rep. Pelletier asked where the water and sewer lines will go. This will be determined once approval has been given, and it will be underground as per the law. The size of the lines will also be determined soon, depending upon whether

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they will be available for others to hook up to and the future needs of the County. She wants to ensure that it will not be an area that will sink or cause other issues.

Rep. Horrigan asked why we are not charging rent. He noted that the County receives rent from other entities for space, so why not the humane society or the other facilities located on the property. The response was that the Commissioners did not feel it was in the best interest of low-income residents that these the agencies serve to charge them rent, as it would increase their operating costs and in turn, be passed onto the client. The Commissioners felt the same would be for the animal shelter; charging them rent would in turn, force them to increase the fees they charge when people adopt the animals. We want to keep the costs low so that they can utilize the funds they receive for better uses, such as a better building and caring for the animals. The land here does not cost the County anything. CVHS representatives had looked into building a facility or re-locating elsewhere, but the cost/benefit factor pointed to them staying at the County as their best option. If they moved to another location, they city or town would lose tax revenues as they are a non-profit and would not have to pay taxes.

Rep. Ketel asked about the leases with Hospice House and Covered Bridge Manor. Commissioner Maglaras responded that we are using the same attorney and the same basic ground (land) lease agreement that we drew up with them for CVHS, as it has specific language that would be suitable for all, which protects the County and the entity renting the land. By using a similar lease agreement and the same attorney, we are saving on legal fees.

Rep. Gray motioned to authorize the County Commissioners to enter into a long-term lease agreement with Cocheco Valley Humane Society to lease land for the purpose of building a facility to house an animal shelter. The motion was seconded by Rep. Baber. Rep. Berube spoke to the motion, stating that he is in favor of leasing the land for this purpose, and when the preliminary work is done, he will be in favor of leasing land for a homeless shelter for veterans. Rep. Miller asked about installing a fire hydrant along the water/sewer line, and also asked if the Humane Society would be bearing the cost of the installing of these lines. The response was that they are responsible for all costs associated with the building the new facility. The size of the line will take into consideration the possibility of additional users tying in.

Commissioner Maglaras noted that CVHS has not spent a lot of money thus far on this project as they were awaiting approval of the Delegation before moving forward with any definite plans. There was further discussion on this matter. Rep. Ketel suggested that the matter be brought before a subcommittee for review and

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recommendation. Rep. Bixby noted that he has no objections to the plan to lease land to CVHS and it would only delay the fundraising and building process to set up a subcommittee. He sees no need to micromanage the project.

Rep. Gray motioned to move the question. There was no second. Rep. Berube asked what the next step in the plan was. The next step in the process is to meet with CVHS Board members and determine the lay-out and plans for the building and the land, then CVHS will bring it to the Dover Planning Board for approval, although governmental entities are not required by law to seek permits or approval. As a matter of courtesy, the County has always been diligent in notifying Dover of projects that would affect the infrastructure. CVHS will have to meet all life, safety and building codes, but not zoning codes; however, we usually do.

Rep. Miller moved the question. Seconded by Rep. Berube and approved on a voice vote. The motion passed on a roll call vote 24 to 4, as follows:

YEAS: Baber, Berube, Bickford, Bixby, Burdwood, Burke, Grassie, Gray, Groen, Grossman, Jones, Malloy, Miller, Mullen, Pelletier, Perry, Rogers, Rollo, Schmidt, Spainhower, Stevens, Verschueren, Wall, and Ward (24)

NAYS: Gardner, Horrigan, Kaen, and Ketel (4)

- b. Chairman Schmidt asked if there was any other business to discuss. Commissioner Maglaras responded that included in the proposed budget was a plan to extend the natural gas line to the County from across the river in Rochester. The initial cost to do this is \$300,575, just for the line extension. The natural gas company, Unitil has asked for payment up-front to ensure that the County is going to follow through on this project and they will put the project on the work list for a spring start-up and they would like to have the Commissioners sign a letter of approval for the project. Commissioner Maglaras apologized for the last minute request, we had anticipated waiting until the Delegation met and approved the budget. However, Unitil is setting their schedule for the year and want an answer now. Rep. Groen noted that \$400,575 was in the budget for the project; what is the breakdown for the work Unitil is doing. The extension work will be \$305,000. The balance of \$95,575 is to connect the lines and add the appropriate equipment to the buildings on the Complex. We have also given the tenants the option to tie in. Rep. Groen followed up to inquire as to whether we have negotiated for a better price with Unitil. The Commissioners have been working with Unitil on this project proposal for over 3 years and feel they have negotiated the best price. This is a firm figure. Rep. Grossman noted that it sounded like a great idea and he would be in agreement to authorize the Commissioners to go ahead with the project. He followed up asking if



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we had looked into alternatives. Administrator Bower noted that we have investigated several alternative energy sources, including solar, wind, wood, and biomass, while continuing with propane, etc., nothing compares to the savings we will receive with natural gas at this time.

Rep. Berube motioned to authorize the Commissioners to enter into an agreement with Unitil to extend the natural gas line to the County at a cost of \$305,000 and to proceed with this project. The motion was seconded by Rep. Gray. Rep. Spainhower asked about receiving a reduced rate if others tie into the line, or some kind of reimbursement for our initial costs to bring the line out to County Farm Crossroad. This is still being negotiated, as we are unsure how this would work. There was further discussion regarding this matter.

Rep. Gray moved the motion; seconded by Rep. Grossman and passed unanimously on a voice vote. A roll call on the motion to authorize the Commissioners to proceed with the agreement on a natural gas line passed unanimously, 28 to 0, as follows:

YEAS: Baber, Berube, Bickford, Bixby, Burdwood, Burke, Gardner (late), Grassie, Gray, Groen, Grossman, Horrigan, Jones, Kaen, Ketel, Malloy, Miller, Mullen, Pelletier, Perry, Rogers, Rollo, Schmidt, Spainhower, Stevens, Verschueren, Wall, and Ward (28 of 28)

NAYS: None.

- c. Chairman Schmidt asked if there was any other business to discuss. Administrator Bower asked to speak at the request of the Commissioners. He reported that Riverside Rest Home has received recognition on a nation-wide basis as being one of the top performing nursing home facilities in the nation from the American College of Health Care Administrators (letter attached).

There being no further business, the Chairman called for a motion to adjourn. Representative Jones so motioned, seconded by Representative Wall. The motion passed on a voice vote and the meeting adjourned at 8:45 p.m.

Respectfully submitted,  
*Anne Grassie*  
Anne Grassie, Clerk  
Strafford County Delegation

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### PUBLIC MEETING OF STRAFFORD COUNTY DELEGATION MINUTES OF SATURDAY, FEBRUARY 22, 2014

1. Call Meeting to Order: Chairman Schmidt called the Public Meeting of the Strafford County Delegation to order at 9:05 a.m. in Superior Courtroom II, Strafford County William A. Grimes Justice and Administration Building, Dover, New Hampshire.
2. Pledge of Allegiance to the Flag: Representative Wall led the Delegation in the pledge of allegiance to the flag.
3. Moment of Silence: The Pledge was followed by a moment of silence. Rep. Grassie asked that everyone keep little Madison Weeks in their thoughts and prayers. Maddie was killed in an automobile accident during the last snowstorm in Rochester. She was from Strafford.
4. Read Notice of Public Meeting: Clerk Grassie read the Notice of the Public Meeting.
5. Roll Call: Clerk Grassie called the roll, which showed the following members present:

PRESENT: Representatives Baber, Berube, Bickford, Bixby, Grassie, Gray, Grossman, Hooper, Horrigan, Hubbard, Jones, Ketel, Malloy, Menear, Merrill, Mullen, Parsons, Pelletier, Pitre, Rogers, Schmidt, Spainhower, Stevens, Verschueren, Wall, and Ward (26 of 37)

EXCUSED: Burke, Gardner, Miller (3)

ABSENT: Beaudoin, Burdwood, Groen, Kaen, Perry, Rollo, Smith, Spang, (8)

Also present were Commissioners Maglaras, Watson and Lessard, County Administrator Raymond Bower, Sheriff David Dubois, County Attorney Thomas Velardi, Register of Deeds Dennis Vachon, Treasurer Pam Arnold, Finance Director Diane Legere, Administrative Assistant Jean Miccolo, Maintenance Director Jim Gaunya, Melissa Seamans, Intern, and David Rice, Court Jester Café.

6. Report from Commissioner Maglaras: Chairman Schmidt asked Commissioner Maglaras to give a report on behalf of the County Commissioners. Commissioner Maglaras reported that the County continues to monitor legislative activities in Concord, as to their possible effect on County taxes. There have been a number of bills with the potential of passing costs to the County from the State and so far the bills have been voted down in Committee. He requested that the Legislators continue to be aware of this legislation and that the Commissioners appreciate their past support and

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diligence in reviewing all the bills that cross their desks. Commissioner Maglaras noted that the budget was reviewed by the four subcommittees, which make up the entire Delegation. The Executive Committee reviewed the reports and recommendations of the subcommittees and voted to accept them unanimously.

7. Review Recommendations of Executive Committee: Chairman Schmidt reiterated that the Subcommittees had all met and reviewed their specific section(s) of the budget and made recommendations to the Executive Committee last week. The Executive Committee accepted all Subcommittee recommendations unanimously. The Subcommittee meetings had excellent attendance and all votes were unanimous in supporting the Commissioners' Proposed Budget, with the exception of the Criminal Justice Subcommittee, which had one (1) vote in the negative, but there were no recommendations for changes. He stated that the Policy and Procedures Subcommittee also met to review the salaries of elected officials for the 2015-2016 term and accepted the recommendation of the Administrator, made on behalf of the elected officials, to increase salaries by 3.2% for the 2 year term. This is the total amount of the cost of living increase given by Social Security over the last two years. The Executive Committee also voted to accept this recommendation.

Rep. Bickford asked if the Bloodhound Unit in the Sheriff's Department was a duplication of the services provided by the canine units in several of the cities and towns. Sheriff Dubois responded that he has met with several of the police departments on this matter and the services provided by the County's bloodhound unit are not duplications of those provided by the canine units. They actually complement each other. Strafford County has one of the best bloodhound units in the country and it is the only entity that provides bloodhound services in the County and is only one of 2 units in the State. The amount budgeted for the bloodhound unit has not increased in many years and the Sheriff does not anticipate that it will increase for many more. The \$7,000 covers equipment, training, food, veterinary costs, boarding, medicines, and any other incidental expenses that occur. There is a difference between the services provided by canine and bloodhound units, so there is no duplication of services. The bloodhounds have been used on several occasions to track lost children, elderly folks, and people who get lost in the woods. Although it is has been decades since an escape from the jail, the bloodhounds would be a primary resource in tracking an escapee.

8. Roll Call Motion to Approve Amount to be Raised by Taxation: Representative Wall stated that based on the outstanding work of the Commissioners and Administrator Bower, as well as the oversight and recommendation of the Subcommittees, she motioned to accept the Executive Committee's recommendations from February 14, 2014 meeting and set the amount to be raised by taxation at \$28,931,512.00. This motion included the recommendation of the Policy and Procedure Subcommittee to

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approve the increases to the salaries of Elected Officials for the 2015-2016 term in the amount of 3.2% each. The motion was seconded by Representative Berube. A roll call vote on the motion passed unanimously 26 to 0, as follows:

YEAS: Baber, Berube, Bickford, Bixby, Grassie, Gray, Grossman, Hooper, Horrigan, Hubbard, Jones, Ketel, Malloy, Menear, Merrill, Mullen, Parsons, Pelletier, Pitre, Rogers, Schmidt, Spainhower, Stevens, Verschueren, Wall, and Ward (26 of 26)

NAYS: None.

It was noted that by accepting the recommendations of the Executive Committee and approving the amount to be raised by taxation, the total operating expenditures for 2014 are set at \$56,015,504, and the revenues at \$27,083,992, therefore leaving the amount to be raised by taxation at \$28,931,512. For further clarification on the amounts appropriated for each department of the County, please see the Executive Committee Minutes of the February 14, 2014 meeting, as well as the Subcommittee reports and the Commissioners' Proposed Budget. By its vote, the Delegation approved the Commissioners' Proposed Budget as published on January 15, 2014.

9. Approve Minutes of the January 22, 2014 Public Hearing and Meeting: Representative Wall motioned to accept the minutes of the January 22, 2014 Public Hearing and Meeting of the Delegation as written. Seconded by Representative Spainhower and approved unanimously on voice vote, with Rep. Parsons abstaining as he was excused from that meeting.
10. Other Business That May Legally Come Before the Delegation: Rep. Verschueren noted that he sits on the Municipal and County Committee of the Legislature and he has heard a lot about the troubles within other Counties, but much praise about Strafford County and how well we work together.

Rep. Gray noted that he has received and reviewed the Joint Report of Peer Review Panel for Numeric Nutrient Criteria for the Great Bay Estuary. If anyone would like a copy of this report, please let him know.

Rep. Bickford asked about any legislative bills regarding the County that the Delegation should be aware of that would help the County. Commissioner Maglaras noted that he had some concerns with some bills that Rep. Neal Kurk of Hillsborough County was trying to get passed that would pass costs from the State to the County. This was a re-working of a program that used to be in effect whereby the County paid for certain costs for juvenile delinquents, but the State ran the programs. In an agreement with the State a few years ago (2008), the County no longer handles



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juveniles, they are the total responsibility of the State. In return, the County pays a higher portion for elder care costs. Rep. Bickford followed up with a question regarding the bill regarding 17 year olds being housed in County facilities. There was some discussion regarding the repercussions of the effects of a bill like this on County jails. Primarily due to the sight and sound separation requirements determined by Prison Rape Elimination Act (PREA), and other Federal laws, Strafford County would be the only County facility that would be able to house 17 year olds. It would be very costly for other Counties to remodel their facilities to house juveniles and meet these requirements. There was further discussion on this subject.

Rep. Berube suggested that the Delegation members be made aware of any legislation that might impact the County. Chairman Schmidt noted that there are 4 members of the Delegation who serve on the Municipal and County Government Committee, which is a very good representation for Strafford County. He agreed with Rep. Berube that it's a good idea to keep the Delegation apprised of any bills that may affect the County. Commissioner Maglaras noted that we have done our best to keep the Delegation up to date on any matters that would affect the County and we will continue to do so.

Rep. Horrigan noted that he sits on the Judiciary Committee and it was noted that Strafford County has led the way with the first Drug Court in the State and there is currently a bill to institute mental health courts throughout the State. Chairman Schmidt agreed that the Drug Court in Strafford County is one of the top in the State and the nation. He recently attended a graduation from this program and was very impressed with the results it provided its participants.

Chairman Schmidt asked if there was any further discussion. There was none.

11. Adjournment: With no further business, Rep. Gray motioned to adjourn the meeting at 9:35 a.m. The motion was seconded by Rep. Parsons and was approved unanimously on voice vote.

Respectfully submitted,  
*Anne Grassie*  
Anne Grassie, Clerk

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### PUBLIC HEARING AND MEETING OF STRAFFORD COUNTY DELEGATION AND SENATORS MINUTES OF WEDNESDAY, JUNE 18, 2014

1. Call Public Hearing and Meeting to Order: Chairman Schmidt called the Public Hearing and Joint Meeting of the Strafford County Delegation and Senators to order at 7:00 p.m. in the Probate Courtroom, Strafford County William A. Grimes Justice and Administration Building, Dover, New Hampshire.
2. Pledge of Allegiance to the Flag: Representative Spainhower led the Delegation in the pledge of allegiance to the flag.
3. Moment of Silence: The Pledge was followed by a moment of silence.
4. Read Notice of Public Meeting: Chairman Schmidt read the Notice of the Public Meeting.
5. Roll Call: Acting Clerk Miccolo called the roll, which showed the following members present:

PRESENT: Representatives Baber, Beaudoin, Berube, Bickford, Bixby, Burke, Gray, Hooper, Horrigan, Jones, Kaen, Ketel, Malloy, Menear, Miller, Mullen, Parsons, Pelletier, Perry, Rollo, Schmidt, Spainhower, Verschueren, and Wall, and Senator Waters (25 of 41)

EXCUSED: Gardner, Grassie, Hubbard, Merrill, Pitre, Rogers, Spang, Stevens, Ward, Senators Cataldo, Bradley, Fuller-Clark, and Reagan (13)

ABSENT: Groen, Grossman, and Smith (3)

Also present were Commissioners Maglaras, Watson and Lessard, County Administrator Raymond Bower, Sheriff David Dubois, County Attorney Thomas Velardi, Administrative Assistant Jean Miccolo, Dee Brown, Hyder House Liaison, FX Bruton, Esq., Elaine Case, Dennis Lauze and members of the Friends of Hyder Family Hospice House, Donna Sabin, Director of Office Operations of HFHH.

6. Approve Minutes of Meeting of February 22, 2014: Rep. Gray motioned to approve the minutes of the February 22, 2014 Delegation meeting as written. The motion was seconded by Rep. Verschueren and was approved unanimously on voice vote. Rep. Rollo abstained from voting as she was not present at the meeting.

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7. Motion to Nominate Strafford County Pease Development Authority Representative Frank Torr, as Recommended by the Executive Committee: Chairman Schmidt reviewed the history and background of the Strafford County Pease Development Authority Representative, stating that Mr. Torr has been serving in hold-over status in his capacity as representative for Strafford County for several months. This is a three year term. Mr. Torr has been approved by the Policies and Procedures Subcommittee and recommended to the Executive Committee for nomination to the Board; the Executive Committee approved this recommendation and is now recommending that Mr. Torr receive the approval and nomination of the Joint Delegation and Senators Committee. If nominated, a letter to that effect will be sent to the Governor, Speaker of the House, and Senate President requesting that the nomination of Mr. Frank Torr be approved to be re-appointed to serve as Strafford County's representative on the Pease Development Authority Board.

Senator David Watters motioned to nominate Mr. Franklin Torr to serve as Strafford County's Representative on the Pease Development Authority Board of Directors. The motion was seconded by Representative Berube. Rep. Bickford asked how long the term is. The Chairman responded that it is a 3 year term and Mr. Torr has been in holdover status since May of this year. The motion was approved unanimously by roll call, as follows:

YEAS: Representatives Baber, Beaudoin, Berube, Bickford, Bixby, Burke, Gray, Hooper, Horrigan, Jones, Kaen, Ketel, Malloy, Menear, Miller, Mullen, Parsons, Pelletier, Perry, Rollo, Schmidt, Spainhower, Verschueren, and Wall, and Senator Waters (25 of 25)

NAYS: None

Chairman Schmidt thanked Senator Watters and Mr. Torr for attending the meeting. He invited them to stay for the Public Hearing if they so desired. Mr. Torr thanked everyone for their vote of confidence in him and allowing him to continue to serve Strafford County's interests on the PDA. Senator Watters thanked the Delegation and both gentlemen bid the members a fond adieu, as they had other pressing matters to attend to.

8. Invite Commission Chairman Maglaras to Speak: Chairman Schmidt asked Commissioner George Maglaras to speak on the status of the Hyder Family Hospice House (HFHH). Commissioner Maglaras reviewed the history of HFHH and reported that the Commissioners learned in April that the current owners, Amedisys, were planning to close the facility. This news created a huge outcry from the public regarding the wonderful care family members have received at HFHH before they died.

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The Commissioners met with administrators from Amedisys who offered to give HFHH to the County. After listening to the concerns of all involved, including staff, together with the County Administrator, the Commissioners developed a plan to continue operations at HFHH and keep it open until another operator could be found to take over. The plan is to operate the facility for six months and during that time develop a Request for Proposal (RFP) to be put out to bid, with bids to be received and reviewed in November, when they could be presented to the Executive Committee for review, and the Full Delegation for approval at their next meeting in December. Commissioner Maglaras then asked to allow Administrator Bower to speak to the subject as he had conducted an extensive review of the entire facility and developed a plan of action.

Administrator Bower thanked everyone for coming and said he would be discussing those items that could be discussed publicly. He noted that some matters were proprietary to Amedisys and could not be discussed except in non-public session, and there would be an opportunity for Delegation members to discuss this with the County's attorney, F.X. Bruton later in the evening. He went on to describe Amedisys as a large corporation with over 60,000 clients and 20,000 employees. Most of the clients receive at home care; HFHH is the only hospice house owned by Amedisys. They are headquartered in Baton Rouge, Louisiana. The Commissioners met with members of the Amedisys Corporation after receiving dozens of calls from distraught members of the community who had family members that had been cared for at HFHH and did not want to see it closed. They asked for the Commissioners' assistance in keeping the facility open. After listening to everyone's concerns and reviewing the operations of HFHH with due diligence, a plan was developed to take over operations for a six month period until a new operator could be found. The County owns the land HFHH is located on, and Amedisys agreed to turn the building and all the contents over to the County. It was determined that for the past several months, the census (number of clients) has averaged about 7.6 or less, with no new hires. One wing is closed. Administrator Bower believes that using economies of scale afforded by utilizing the County's vendors and other assets, we could operate the facility at break-even or better. That is our goal. He noted that the County can provide many items at a lesser cost, such as savings on taxes (governments do not pay other governmental entities taxes), bulk purchases for food and medical supplies, savings on maintenance contracts, such as waste removal and sprinkler alarm inspections. He noted that approximately 7% to 8% of the income was to supplement the corporate end of the business.

HFHH was started with donations and contributions from the community and was meant to be a community hospice house. The Commissioners and Dee Brown, now affectionately known as Dee "Hyder" Brown, have worked to change the concept from a private facility to a community hospice, and we plan to take residents from the entire community. Only those facilities working with Amedisys could send patients to HFHH;



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others could be admitted, but they would have to change their care provider. At the end of life process, it is not fair to ask someone to do this as they become very attached to their caregivers, and vice versa. We believe using these economies and keeping up to ten (10) patients, the County can at least break even until we find an operator. Anything more than 10 residents, we would have a positive cash flow. During the six month period, we will develop an RFP and put the operation of HFHH out to bid. Administrator Bower reiterated what Commissioner Maglaras stated about the process of approval. The budget that was presented to the Delegation is a six month budget, from July to December. At that time, once the bid is awarded to the new operator of HFHH, the facility will be turned over to them, at no cost, to operate. It was noted that Amedisys will relinquish the facility in its entirety, with the exception of the computer system, which is proprietary property.

Rep. Horrigan asked about the figure of \$600 per day per resident, as Amedisys' financial information stated they received over \$700 per day for general inpatient admissions (GIP). Administrator Bower noted that the goal is to offer the use of HFHH to the area visiting nurse/hospice associations; they would follow their residents once admitted to HFHH and bill Medicare for payment, which is approximately \$714 per day; the County would bill the VNA or hospice agency for \$600 per day for the services they provide at Hyder House and the agency would keep the \$114 per day for the services they provide.

Rep. Beaudoin asked what the loss will be if we do not get 10 residents per day as budgeted. Administrator Bower responded that if the census goes down, we will adjust staffing levels to accommodate the lesser numbers, thereby saving operational costs. He has projected a budget at a breakeven level, hoping to do better than that; but he also does not want to deceive the Delegation by providing a guaranteed number when we are not sure that is possible. If we do not get the anticipated number of residents, it could cost up to \$100,000 to \$150,000, so there is the potential for some financial exposure for the County; however, we believe the HFHH will break even and possibly make money. Rep. Beaudoin asked whether we had received any inquiries about taking over HFHH from entities in this business. We have received several inquiries about taking over operations of HFHH from area hospices and visiting nurse associations. It was noted that the Delegation will share in any of the decision making about who will take over operations in the future. Regarding the software that Amedisys will be taking with them, we are looking at leasing a software package that will work with a hospice program for the time we are operating the facility, with the potential for the new owner to take over the lease. The hardware costs will be minimal, with minor operating system work needed. HFHH will remain a County facility/asset.

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Rep. Wall asked about insurance coverage for the building. We have contacted our insurance company and the building and contents will be covered by our current policy at no additional charge. We currently use the services of Primex. Administrator Bower reported that County Maintenance Director Jim Gaunya has walked through the building on several occasions and met with the maintenance staff person from HFHH to assess the building. All current service agreements will be cancelled once the County takes over and we will be adding the facility's equipment and service contracts to those we already have in order to get the best costs. These include, but are not limited to, trash removal, sprinkler systems, HVAC, etc.

Rep. Berube asked whether there is a definite need for the hospice house, as services can be provided at home or in the nursing home. Administrator Bower explained that on many occasions people who are in the last stages of dying require a specialized level of care and pain treatment that hospitals and some nursing homes cannot provide. The home-like atmosphere and hours of visitation (24/7) are more suitable to ease the pain and suffering for the resident and the family. They can also get the medicine they require immediately and do not have to wait hours for a doctor's approval to receive it. There are many people who would love to have their family member go to a hospice house for the end of life services.

Rep. Kaen asked what the contingency plan is for operations if we do not break even or making a profit does not work out. Administrator Bower responded that the contingency plan is to put out a public offering for taking over operations of the facility by the first of next year. We will be working with the local hospitals who were involved when HFHH first opened, to garner their cooperation in sending more patients in need of hospice care to HFHH, in order to reduce their costs and also do what is best for the patient. We are hoping to work with Wentworth-Douglass, Frisbee Memorial, Portsmouth Regional, Exeter Hospital and York Hospital, none of whom have a local hospice house. We hope to get financial support from them as well as transfer of patients in need. The grassroots organization Friends of Hyder House has also been started and there is a great deal of community support for this program that will do fundraisers and whatever it takes to keep HFHH open. In order to have a successful hospice house, there must be support from the local community and hospitals.

Rep. Kaen asked, if it turns out that the County requires an additional subsidy for the budget to operate HFHH, would the Delegation be called back to approve the additional funding and decision. The Delegation will be coming back in December to meet at the bi-annual organizational meeting, at which time an update on the operations of HFHH will be given and the progress of the RFP provided.

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Rep. Baber thanked the Commissioners and Administrator Bower for all their work on this plan. He asked whether there is a vision for a successful business model for the future of HFHH. He noted that the budget does not include liability insurance or a capital improvement program. Administrator Bower responded that we would offer the building at no cost to whoever takes over operations, it would remain a County facility, but the lessee would be responsible for any capital improvements that would be necessary. The building is fairly new and there were no improvements necessary at this time. We only anticipate operating the facility for 6 months, so capital was not included in the budget.

Administrator Bower elaborated on the budgetary plan for admissions. We anticipate at least ten (10) beds for General In-Patient (GIP) admissions, and hope to fill the remaining beds with patients that need a less concentrated amount of care, a homeless person in need of care, someone in transition, or other.

In response to a question regarding reimbursement for hospice care, Administrator Bower stated that this care is reimbursable through Medicare. Due to the large number of hospitals and visiting nurse associations in the area, we have a large catchment area for people in need of HFHH's services.

Rep. Verschueren stated that he is grateful for the Commissioners' assistance in continuing to provide this service to the community and for providing a budget that appears adequate to perform the necessary services. He asked about staff continuity and whether the current staff is going to be kept on. Administrator Bower replied that the staff will be retained and in fact, he coincidentally met with them earlier today regarding this matter and what the proposed future was for them. In his opinion, Mr. Bower believes that we run the Rest Home very well; however, we have no experience running a hospice house, so it was the consensus to retain the current staff of HFHH. Rep. Verschueren asked whether the economies that the County will be able to achieve will be passed on to the new owner, once found. The County will work with them to ensure that these contracts and other cost saving methods will be shared with whoever is awarded the RFP bid.

Rep. Pelletier asked why the County does not continue to operate the Hyder House after the six month period once we have the experience and expertise needed. Administrator Bower responded that this may be an option, depending on how things go and what happens in the next six months. We will review the progress of operations as we go, and determine the best method for the future. This information will be shared with the Delegation on a regular basis.

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Rep. Ketel asked whether any of the members of the senior staff of HFHH had left or if anyone is expected to leave. Administrator Bower replied that no one has left and after meeting with them, he is sure no one plans to leave. In fact, he received a round of applause from the staff because they were so thrilled at the prospect that the County may be taking over operations and they can continue the care being provided to their residents.

Rep. Miller noted that it appears that this is a private/public partnership to take us into the future. He suggested setting up a Subcommittee for the next six months to receive input and updates on the HFHH and oversee the process. Administrative Bower responded that there will be two Executive Committee meetings within the next six months, usually one in August and another in November to review the quarterly budget reports and we would provide an update to them at that time, as well as a final update and report to the Full Delegation when it meets in December. The plan is to have the Executive Committee oversee the status; however, the decision lies with the Delegation as to how they wish to proceed with oversight responsibility. Chairman Schmidt reviewed the makeup of the Executive Committee, noting that all communities are very well represented; however, a Subcommittee is an option. Rep. Miller noted that he believes a Subcommittee would be a good idea. There was some discussion on this matter.

Administrator Bower noted that in regards to the public/private relationships with entities, the County has several successful partnerships, i.e., Southeastern New Hampshire Services, Children in Motion, Cochecho Valley Humane Society, and more, as well as our public/public relationships with the U.S. Marshals in several regional States, Bureau of Prisons, State of New Hampshire Prison, Rockingham County, and others for board and care at the Jail.

Rep. Hooper stated that we have two responsibilities, first to ensure that this is something the County can do and do adequately, and second to continue providing a quality service, and that the quality of care remains the same; she does not want to see the HFHH become institutionalized. Administrator Bower replied that we have met with representatives from Hyder House and discussed this matter to ensure that they continue to operate with the same high level of care that they have developed a reputation for and have the capacity to expand this care in order to provide it to more people.

Rep. Bickford asked what the difference is between the care provided for residents at Riverside and the hospice received at HFHH. The care provided at HFHH is entirely different, as they are a different level of patient when sent to HFHH. There is a difference in care given to people who are dying than those who are ill or frail, or may



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just need help with their day to day activities. Although Riverside does an excellent job caring for those residents who are terminally ill in most cases; however, some people require a different level of care.

Rep. Bickford asked for clarification on the amount that Medicaid pays for hospice care and the amount that is budgeted. The County has budgeted \$600 a day and the Medicare reimbursement rate is \$714. Where does the balance go? Administrator Bower responded that this is four times the amount that we receive for residents at Riverside due to the high cost of caring for the dying. Rep. Bickford also asked if we would take private pay patients. Administrator Bower explained that the difference in the amount paid by Medicare and the amount received by the County goes to the hospice care provider, as they continue to monitor and stay with their patients even while they are at HFHH, so they would retain the \$114 difference. The County would bill a private pay person the same amount that Medicare reimburses us. We cannot balance bill, i.e., we accept the amount set by Medicaid for services provided and cannot bill for more. We do not balance bill at Riverside Rest Home either. There is a set rate.

Vice Chairman Spainhower asked what other resources the County will be providing HFHH. Administrator Bower noted that Administrative Intern Dee Brown has been assigned oversight of HFHH and has been working closely with them on a variety of levels. We will not be hiring any additional positions within the County to assist HFHH; some departments may have to take on more work, such as the Finance Department to pay salaries and bills, and the Maintenance and Purchasing departments to provide a minor amount of assistance in those areas. He noted that this will probably be a total of about 10 to 20 hours more per week of work for the affected departments.

Rep. Parsons noted that he would like to see this proposal approved and the plan move forward. He asked what the time frame looked like. We will take over operations from July 1, 2014 to December 31, 2014.

Commissioner Maglaras noted that we are cautiously optimistic about this plan. No one knows what the delivery system in New Hampshire will look like in six months. With the implementation of the new Affordable Care Act system, things have changed dramatically and how that will play out is still being worked out with the State Department of Health and Human Services. Right now, however, things are in flux. Things are very complicated; however, we believe we can make this work in an economical and well-managed way; if we cannot make it work, it will be very difficult for someone else to make it work. The building is free, there is no mortgage, no taxes, the equipment will remain in the facility; managing it correctly should make all the difference. If we do not take it over, Amedisys will sell off all the

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equipment and furnishings and dismiss the employees and we will be left with a shell of a building. We believe that together with the community support from the Friends of Hyder House, and the cooperation of the local hospitals, we should do well. Without HFHH, people will end up remaining in hospital to die, and the cost of that is much higher, with less one-on-one care. Rep. Parsons said he believes it is worth a try and that the County will do a great job. Rep. Burke asked what would happen if the County does not take over operation of HFHH and someone else takes over. More than likely, due to the economies of scale that the County can offer at this point, they would not be able to make a go of it on their own either. Three entities have operated the hospice house and were unable to make a profit. We are not trying to make a profit, just to break even and keep it open.

9. Open Public Hearing for Comments and Questions on Proposed Supplemental Appropriation to Continue Operations of and Acceptance of Hyder Family Hospice House: Chairman Schmidt opened the public hearing and asked whether any members of the public wished to speak. Donna Sabin, Director of Office Operations of HFHH gave a brief history of the Hyder House. She has worked there since it opened 7 years ago, starting as a clinical nurse. She worked for Seacoast Hospice, Beacon Healthcare, and Amedisys. She now manages HFHH and has seen the challenges that they have. The primary challenge is filling beds. Due to the manner in which Amedisys operates, they have difficulty keeping the facility full; in fact the average number is 7 patients. People on hospice care with other entities cannot come to HFHH and keep their current provider; they have to switch to Amedisys. Most people develop a close bond with their hospice provider and do not want to change, so unless a person is already with Amedisys, more than likely they will not change over so that they can stay at HFHH. The County will allow people from all area hospitals and on any hospice plan to be admitted, the provider would bill Medicaid for the services and the County will bill the provider for the \$600 rate. The provider would keep the difference of approximately \$114. Another important factor in having the County take over the facility is that it is a "match made in heaven" and makes it possible for the hospice house to remain open and viable. She will be able to cut costs and provide the same high level of care they have always provided.

Rep. Kaen asked whether there would be staff from the various organizations that offer hospice care coming into the facility to care for their patients. The response was yes, this would be how it would work, as patients have formed a bond with their caretakers. They currently do this to a certain point.

Rep. Bixby asked whether the purchase of food and dietary supplies would be part of the economies of scale discussed earlier. Ms. Sabin replied that currently it is difficult to get a discount on food because there is not a large enough bulk purchase to make it

## STRAFFORD COUNTY 2014 ANNUAL REPORT

worthwhile for many of the businesses. However, once they can get on a plan with the County, HFHH will be able to get a discount on the food products, and have it delivered in conjunction with deliveries to the County; this, together with savings on other contracts that the County has with vendors, would save money for HFHH.

Chairman Schmidt asked whether Ms. Sabin had any further comments. She replied that she was all set, but was available to answer any further questions anyone may have.

Ms. Elaine Case asked to speak. Ms. Case is a representative of the Friends of Hyder House organization. She stated that she has been putting together the paperwork and other necessary forms to create a non-profit organization to support the HFHH. She told the story about the care her mother received at Hyder House and shared that there are many other people with similar stories who have reaped the benefits of the special care that hospice houses provide, not only to the patients, but to the families as well. They will be providing support to the County to help keep HFHH open. Part of their efforts will be to educate people about the benefits of hospice care. She requested that the Delegation support the Commissioners in their proposal to keep HFHH open and operational. She thanked everyone involved in the efforts to keep it open, especially Administrator Ray Bower. Rep. Miller thanked Ms. Case for what she is doing and her efforts in getting the non-profit going.

Chairman Schmidt asked for anyone else wishing to speak. Mr. Dennis Lauze spoke on behalf of HFHH and requested that the Delegation approve the proposal for the County to take it over. He told a story about the care his father received there and how he was able to die with dignity. His father was a veteran, an airman who served in World War II.

10. Call for Questions and Comments: Chairman Schmidt asked three more times if anyone else wished to speak.
11. Close Public Hearing on Proposed Supplemental Appropriation to Continue Operations of and Acceptance of Hyder Family Hospice House: There being no one else wishing to speak, Chairman Schmidt declared the public hearing closed.
12. Recess for Non-Meeting for Consultation with Legal Counsel Pursuant to RSA 91-a:2 (1)(b): Chairman Schmidt called a brief recess to meet with legal counsel pursuant to RSA 91-A2(1)(b). However, there were no questions for counsel, so there was no non-meeting.

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13. Re-Open Public Meeting: Chairman Schmidt reopened the public meeting and asked if there were any further questions. In response to a question from Rep. Horrigan, County Administrator Bower explained that although County Attorney Tom Velardi is a very experienced and excellent attorney, we use outside counsel in lieu of the County Attorney to avoid any conflicts of interest, and also because F.X. Bruton is experienced in the legal work necessary for leases, ground leases, etc. and was the author of the original land lease for the Hospice House, so he is very familiar with the contracts and paperwork. He has also provided lots of free legal advice on other matters in the past.

Rep. Verschueren asked whether there had been any interest from outside entities in operating the Hyder House to date. Commissioner Maglaras replied that we have been approached by several entities offering to take over the operations; however, at this time we want to ensure that it will be a viable operation before drawing up an RFP and putting it out to bid. Rep. Baber asked a follow-up question regarding the liability insurance. Administrator Bower noted that the Hyder House will be covered by our insurance carrier under our current policy for no additional cost. With no further questions, Chairman Schmidt asked to move onto the next item on the agenda.

14. Motion to Approve Proposed Supplemental Appropriation to Continue Operations of and Acceptance of Hyder Family Hospice House: Rep. Wall noted it was her pleasure to motion to approve the proposed supplemental appropriation to continue operations of and acceptance of Hyder Family Hospice House, as presented by the Commissioners and County Administrator Bower. The motion was seconded by Representative Parsons. Chairman Schmidt asked if there were any further questions or comments. Administrator Bower asked that two votes be taken in order to follow the proper protocol. In that the Executive Committee usually approves these types of matter prior to the Delegation, he requested that a motion and vote of the Executive Committee be conducted before the Full Delegation votes. Rep. Wall re-stated her motion on behalf of the Executive Committee. It was noted that this budget will have no effect on the amount to be raised by taxation as expenses and revenues are the same. A roll call on the motion for the Executive Committee was taken and the motion was accepted unanimously 12 - 0, as follows:

YEAS: Representatives Baber, Berube, Gray, Horrigan, Miller, Parsons, Perry, Rollo, Schmidt, Spainhower, Verschueren, and Wall (12 of 12)

NAYS: None

Rep. Wall stated the motion again for the Full Delegation's benefit. A roll call on the motion showed the following unanimous results, 24 - 0:



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YEAS: Representatives Baber, Beaudoin, Berube, Bickford, Bixby, Burke, Gray, Hooper, Horrigan, Jones, Kaen, Ketel, Malloy, Menear, Miller, Mullen, Parsons, Pelletier, Perry, Rollo, Schmidt, Spainhower, Verschueren, and Wall (24 of 24)

NAYS: None

15. Other Business That May Legally Come Before the Delegation: Chairman Schmidt asked if there was any further discussion. He noted that this will be the last meeting of the full 2013-2104 Delegation, as this term will end before the next meeting in December. He stated that it has been a great pleasure to work with everyone and he looks forward to hopefully working with some of the members again in the next two years, depending on the outcome of the November elections. He wished everyone luck in their future endeavors.
16. Adjournment: With no further business, Rep. Berube motioned to adjourn the meeting at 8:55 p.m. The motion was seconded by Rep. Parsons and was approved unanimously on voice vote.

Respectfully submitted,

*Jean L. Miccolo*

Jean L. Miccolo  
Acting Clerk

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### STRAFFORD COUNTY DELEGATION ORGANIZATIONAL MEETINGS MINUTES OF WEDNESDAY, DECEMBER 10 AND DECEMBER 17, 2014

A Public Meeting of the Strafford County Legislation Delegation was held on Wednesday, December 10, 2014 at 7:00 p.m. in Courtroom II of the William A. Grimes Strafford County Justice and Administrative Building.

1. 2013-2014 Delegation Chairman Peter Schmidt called the meeting to order at 7:00 p.m.
2. Representative Berube led the Delegation in the Pledge of Allegiance.
3. This was followed by a moment of silent meditation.
4. Chairman Schmidt asked for a motion to nominate a Temporary Clerk. Representative Wall nominated Jean Miccolo, Administrative Assistant to serve as Temporary Clerk. The motion was seconded by Representative DeLemus. There being no other nominations for Temporary Clerk, Representative Berube motioned to close nominations for Temporary Clerk; seconded by Representative Wall. Motion to close approved on voice vote. The motion for Temporary Clerk was called and passed on a voice vote.
5. Temporary Clerk Miccolo then read the notice of the Organizational Meeting and called the roll, which showed the following members present:

PRESENT: Baber, Beaudoin, Berube, Bickford, Bixby, Burton, DeLemus, DiSesa, Gardner, Gray, Groen, Hannon, Horrigan, Jones, Kacyznski, Kaen, Knowles, Leeman, Mullen, Parsons, Pitre, Rollo, Schmidt, Smith, Southworth, Spang, Sprague, Stevens, Turcotte, Verschueren, Wall, Ward, Whitehouse, and Wuelper (34 of 37)

EXCUSED: Cheney, Cilley, Treleaven (3)

ABSENT: None

Also present were Strafford County Commissioners George Maglaras, Robert Watson, and Leo Lessard, County Attorney-Elect Thomas Velardi, Sheriff-Elect David Dubois, Register of Deeds Dennis Vachon, Register of Deeds-Elect Catherine Berube, County Administrator Ray Bower, HOC Superintendent Bruce Pelkie, Lt. Chris Brackett, Director of Maintenance Jim Gaunya, and Jean Miccolo, Administrative Assistant, as well as members of the public.

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6. 2013-2014 Chairman Schmidt asked for nominations for a Temporary Chairman. Representative Rollo nominated Representative Kaen to serve as Temporary Chairman; seconded by Representative Stevens. Chairman Schmidt asked if there were any other nominations for Temporary Chairman. There being no further nominations for Temporary Chairman, Representative Berube motioned to close nominations and have the Clerk cast one vote for Representative Kaen to serve as Temporary Chairman. The motion was seconded by Representative Wall and accepted unanimously. At this time, Representative Kaen stepped up to serve as Temporary Chairman until a new Chairman for 2015-2016 is elected.
7. Temporary Chairman Kaen called for a ten (10) recess to caucus for the 2015-2016 chairmanship.
8. Temporary Chairman Kaen asked for nominations for the position of Chairman. Representative Leeman nominated Representative Parsons for Chairman for the 2015-2016 term of office. The motion was seconded by Representative Jones.

Representative Berube nominated Representative Schmidt for Chairman of the 2015-2016 term of office. The motion was seconded by Representative Horrigan. With no further nominations, Acting Chairman closed the nominations without objection. She asked if either nominee wished to speak. Both declined.

There being no further discussion, ballots were distributed for voting for Chairman. Administrator Bower and Temporary Clerk Miccolo distributed and collected the votes from all representatives, and then conducted a count. The vote was 17 Schmidt, 17 Parsons. There was some discussion on the options available and it was decided to conduct a re-vote. New ballots were distributed and collected, with the same result, 17 Schmidt, 17 Parsons.

Acting Chairman Kaen declared a recess until the following week, December 17 at 7:00 p.m. Representative Groen stated that the Organizational Meeting date is set by statute and needs to be carried out December 10<sup>th</sup>. Acting Chairman Kaen responded that the meeting was held on the date set by law; she is declaring a recess until next week. There was a motion to conduct the vote again. Acting Chairman Kaen again stated that she declared a recess until next week and it is the Chairman's call to do so. The meeting was recessed until Wednesday, December 17, 2014 at 7:00 p.m.

On Wednesday, December 17, 2014, at 7:00 p.m., Acting Chairman Kaen declared that the recess of the Public Meeting of the Strafford County Legislation Delegation, (held in

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Courtroom II of the William A. Grimes Strafford County Justice and Administrative Building, over, and re-opening the meeting.

1. Acting Delegation Chairman Naida Kaen called the meeting to order at 7:00 p.m.
2. Representative Southworth led the Delegation in the Pledge of Allegiance
3. This was followed by a moment of silent meditation in memory of former State Representative William Knowles, who had recently passed.
4. Acting Chairman Kaen noted that notice of this meeting was sent out to all Delegation members, posted in 3 public places, and placed in the newspaper. Acting Clerk Miccolo read the notice of the meeting and called the roll, as follows:

PRESENT: Baber, Beaudoin, Berube, Bickford, Bixby, Burton, Cheney, Cilley, DeLemus, DiSesa, Gardner, Gray, Groen, Hannon, Horrigan, Jones, Kacyznski, Kaen, Knowles, Leeman, Mullen, Parsons, Pitre, Rollo, Schmidt, Smith, Southworth, Spang, Sprague, Stevens, Treleaven, Turcotte, Verschueren, Wall, Ward, Whitehouse, and Wuelper (37 of 37)

EXCUSED: None

ABSENT: None

Also present were Strafford County Commissioners George Maglaras, Robert Watson, and Leo Lessard, County Attorney-Elect Thomas Velardi, Sheriff-Elect David Dubois, Register of Deeds-Elect Catherine Berube, County Administrator Ray Bower, and Jean Miccolo, Administrative Assistant, as well as members of the public.

5. Acting Chairman Kaen reminded everyone that there are two candidates for Chairman of the 2015-2016 Delegation in place, those being Representatives Schmidt and Parsons.

Representative Groen asked for a caucus. Acting Chairman Kaen replied that she would allow 10 minutes, until 7:15 p.m., for a caucus of each party, as necessary. After the caucus, Representative Bickford motioned to allow Representative Parsons to speak; the motion was seconded by Representative Wall and was accepted on voice vote.

Representative Parsons asked to have his name withdrawn from the nominations for Chairman and to be considered as Vice Chairman, if appropriate when that is



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considered. Chairman Kaen asked for a motion to cast one ballot for Representative Schmidt to serve as Chairman; Representative Parsons did so and Representative Leeman seconded the motion. Acting Chairman Kaen declared Representative Schmidt as Chairman and turned the meeting over to him to conduct.

6. Chairman Schmidt asked for nominations for Vice Chairman. Representative Smith motioned to nominate Representative Parsons to serve as Vice Chairman. The nomination was seconded by Representative Leeman and DeLemus. Representative Wall spoke to the motion, noting that there was past precedent for this situation. Many years ago, when one party was elected Chairman, a member of the other party would be elected to the Vice Chairmanship. This set up a wonderful situation to work together in a bipartisan manner.

The Chairman asked if there were any further nominations. There being none, Representative Leeman motioned to close nominations and ask the Clerk to cast one vote for Representative Parsons for Vice Chairman. The motion was seconded by Representative Wall and was accepted unanimously by voice vote. Chairman Schmidt declared Representative Parsons as Vice Chairman and asked the Delegation to join him in his congratulations.

7. Chairman Schmidt then asked for nominations for Clerk. Representative Petrie nominated Representative DeLemus for Clerk. The motion was seconded by Representative Leeman. Representative Rollo nominated Representative Stevens for Clerk; seconded by Representative Bixby. There being no further nominations for Clerk, Representative Rollo motioned to close nominations. Representative DeLemus spoke to her nomination stating that she had served as Clerk previously and enjoyed it a great deal and felt she would do a good job as she had experience. Representative Stevens spoke to her nomination, stating that she would like to serve in this position and felt that she would do a fine job. With no further comments, Chairman Schmidt called for a vote by secret ballot. County Administrator Bower and Temporary Clerk Miccolo distributed the ballots, collected them when complete and counted them. The result was 21 for Representative Stevens and 16 for Representative DeLemus. Chairman Schmidt declared Representative Stevens as Clerk and the Delegation congratulated her.
8. Chairman Schmidt asked for a motion to allow the Chairman, Vice Chairman and Clerk to be voting members of the Executive Committee, as per RSA, Title II, County Convention, Chapter 24, and Section 24:2 and 2-a. Representative Leeman motioned to allow the Chairman, Vice Chairman and Clerk to serve as voting members of the Executive Committee. The motion was seconded by Representative Mullen and was passed on a voice vote.

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9. Chairman Schmidt called for a recess to caucus for Executive Committee nominations and votes. He noted that there are 15 members on the Executive Committee, historically made up of the Delegation Chairman, Vice Chairman and Clerk, 3 representatives from the City of Dover, 2 representatives from the City of Somersworth, 3 representatives from the City of Rochester, and 4 representatives from the towns of Barrington, Durham, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Rollinsford, and Strafford.

NOTE: The Executive Committee meets at least on a quarterly basis to review the expenditures and revenues of the County and other financial matters that need to be addressed during the course of the year. The Executive Committee first meets in February or March to hear and review the recommendations of the various Subcommittees who review certain portions of the budget. The Executive Committee then makes its recommendations for the County budget to the Full Delegation in late March. Generally, the Executive Committee meets about 4 to 6 times per year.

10. The Chairman reconvened the meeting to hear nominations to the Executive Committee by the 3 cities and towns. Representatives from the respective city/towns read their nominations for the record.

Representative Groen announced the city of Rochester's nominations to the Executive Committee, as follows: Representatives Gray, Knowles, and Leeman (3).

Representative Kaen announced the towns' nominations to the Executive Committee, as follows: Representatives Hannon, Pitre, Ward, and Wall (4).

Representative Baber announced the city of Dover's nominations to the Executive Committee, as follows: Representatives Baber, Bixby, and Verschueren (3).

Representative Berube announced the city of Somersworth's nominations to the Executive Committee, as follows: Representatives Berube and Rollo (2).

Representative Spang motioned to accept the slate of officers nominated to serve on the Executive Committee, as presented. The motion was seconded by Representative DeLemus and accepted on voice vote. Chairman Schmidt noted that these nominations have been read into the record and the representatives are duly appointed to the Executive Committee. He then officially introduced the members of the Executive Committee, as noted above, as well as the three (3) officers of Chairman, Vice Chairman, and Clerk, for a total of 15 members.

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11. Chairman Schmidt recognized the County Chairman Maglaras. Commissioner Maglaras welcomed the new Delegation members and wished them well. He noted that this was his 16<sup>th</sup> term as County Commissioner. He introduced fellow Commissioners Bob Watson, who is entering his 4<sup>th</sup> term and Leo Lessard, entering his 2<sup>nd</sup> term. He then introduced Register of Deeds-Elect Catherine Berube; this will be her first term, County Attorney Thomas Velardi, serving his 5<sup>th</sup> term, and Sheriff David Dubois, 2<sup>nd</sup> term. He noted that Treasurer Pam Arnold will be serving in her 8th term and was unable to attend this evening's meeting. Commissioner Maglaras introduced County Administrator Ray Bower, who also serves as Nursing Home Administrator and has been employed for 28 years with the County; and Jean Miccolo, Administrative Assistant, who also serves as Deputy Treasurer and has been employed with the County for 30 years. Also introduced were HOC Superintendent Bruce Pelkie, his Lieutenant Chris Brackett, Director of Maintenance Jim Gaunya, The County Officials will be sworn in on Wednesday, January 7, 2015, by Chief Justice Steven Houran. The Commissioners are required by law to have their proposed budget received by the Delegation by January 15<sup>th</sup>.

Commissioner Maglaras stated that he is proud that Strafford County is at the forefront in the State and the nation. He believes we are second to none in the programming that we offer at the Courthouse, the House of Corrections, and Riverside Rest Home. Commissioner Maglaras stated that he and his fellow Commissioners and the team of County Elected Officials are looking forward to working with the Delegation in the next two years. He noted that if there were any questions or anything the Commissioners, or any other Elected Official or Department Head could be of assist with, to please contact him.

12. Other Business: Chairman Schmidt asked that everyone please fill out and submit the forms that will be e-mailed and mailed shortly regarding Subcommittee choices. He noted that there will be four (4) subcommittees set up at this time to review the 2015 budget, included General Government, Criminal Justice, Riverside Rest Home, and Revenues and Capital Expenditures. He will be assigned each representative to a Subcommittee. Each Subcommittee reviews their section of the budget department by department, line item by line item. Their recommendations will then be submitted to the Executive Committee for review and acceptance, to be reviewed by the full Delegation for final approval.

He then reviewed the budgetary process for the Delegation members. The Commissioners Proposed Budget has to be received by the Delegation by January 15<sup>th</sup>, a public hearing on the budget will be held between 10 to 20 days after the budget is received. During the month of February, the Delegation Subcommittees meet to review their respective portions of the budget and make recommendations to the Executive

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Committee, which will meet in late February/early March. The Full Delegation will meet to review the Subcommittees and Executive Committee's recommendations and vote on the approval of the amount to be raised by taxation. If approval is not given by March 31<sup>st</sup>, the Commissioners' Proposed Budget becomes effective April 1<sup>st</sup>. Commissioner Maglaras noted that it is the Commissioners' goal to keep any tax increase at or below the tax caps set by the cities. The cities of Dover, Rochester, and Somersworth make up approximately sixty percent of the taxpayers for the County. Although the Commissioners are not required to stay within these caps, it is the desire of the County to do so.

Representative Cilley asked if the budgets would be sent via mail or e-mail. The budgets will be mailed and e-mailed to all Delegation members, the cities and towns, and other parties, as required by law, as well as being posted on the County's website.

Representative Groen asked about the status of the Cochecho Valley Humane Society and the new building that is planned to be built on County land. Commissioner Maglaras responded that the previous Delegation had voted to enter into a lease agreement with CVHS for five (5) acres on which to build a new humane society. CVHS has been located on County property for over 30 years, using space in the old piggery, as well as a conglomeration of trailers. We are currently awaiting their financial audit in order to review it prior to signing the lease and their beginning a building campaign to raise funds for the new facility. Representative Groen asked if the lease will be a profitable venture for the County. Commissioner Maglaras replied that they do not currently pay any rental amounts and the lease will be for \$1. He gave a brief history of the County's relationship with the Humane Society over the past 30 years. The reason we will not charge any rent is to enable the Humane Society to keep costs to a minimum and ultimately save residents of the County money. There will be a clause in the lease agreement stating that should CVHS be unable to continue operations, the building and the land would revert back to the County, similar to the wording in the Hospice House lease.

Representative Beaudoin asked if this Delegation would be voting on the lease, as there are several new representatives and also if the financial statement/audit was going to be made available to the Delegation for review. Commissioner Maglaras stated that the previous Delegation had already approved the request to lease the land to CVHS and it was adopted. As far as the audit, we will request a copy of it from CVHS when complete and ask permission to release it to the Delegation for review. He noted that as far as the financial issue with the Bingo game and CVHS losing its license, there was no money that was missing; it was an error in how the total receipts were reported to the State Gaming Commission. They have indicated to us that things are now in line and measures taken to ensure that in the future, should they decide to conduct the Bingo



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games again, it will be done correctly. Commissioner Lessard added that once they receive the financial paperwork, it will become a public document and the Commissioners will release it.

Representative Berube noted that the Delegation has already approved the lease for the Humane Society and it was all documented properly.

Representative Cilley asked about the number of animals that are taken in from each city and town. This information will be requested and then provided to the Delegation upon receipt.

Representative Bickford asked about the negotiations with the Union and how they were going. Chairman Schmidt asked County Administrator Bowe to respond. Administrator Bower replied that there are now three (3) unions in the County, one at Riverside Rest Home, one at the House of Corrections, and one at the Sheriff's Office. We are working diligently with each of them to develop a reasonable and fair contract and hope to have this done before the budget is complete. Representative Bickford asked if the Delegation has to approve the contracts. Administrator Bower replied that the Delegation approves the financial portion of the contract with the Union. These numbers will be included in the budget.

Chairman Schmidt noted that an Orientation meeting will be scheduled the first part of January for any new representatives, as well as those returning who wish to attend, to meet with the County Elected Officials and get a tour of the County Complex, including Riverside Rest Home and the House of Corrections.

Chairman Schmidt noted that representatives will receive \$25 for each meeting they attend, plus mileage. He reminded the representatives to submit their personal information and mileage forms that had been previously mailed to each of them in order to be properly compensated for meetings and mileage, if they have not already done so. The next official meeting of the Delegation will be the Public Hearing, scheduled to be held in late January 2015.

13. Chairman Schmidt then asked if anyone had any other business to bring before the Delegation. There being none, he called for a motion to adjourn. Representative Berube motioned to adjourn the meeting at 8:15 p.m. Seconded by Representative Whitehouse and accepted unanimously on voice vote.

Respectfully submitted,  
*Audrey Stevens*  
Audrey Stevens, Clerk

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### DIRECTORY

**William A. Grimes Strafford County Justice & Administration Building**  
259 County Farm Road  
Dover, New Hampshire 03820  
Website: <http://co.stafford.nh.us/>

Child Advocacy Center, Suite 201.....	516-8100
Commissioners' Office, Suite 204.....	742-1458
Community Corrections, Suite 103 .....	749-0832
County Attorney, Suite 201.....	749-2808
Court Jester Café, Suite 204.....	516-7196
Domestic Violence Unit, Suite 201.....	742-2706
Drug Court, Suite 103.....	516-7192
Finance Department & Human Resources, Suite 204 .....	742-1458
NH Department of Corrections, Suite 104 .....	742-6621
NH 7 <sup>th</sup> Circuit Court, Family Division, Suite 302 .....	1-855-212-1234
NH 7 <sup>th</sup> Circuit Court, Registry of Probate, Suite 203 .....	1-855-212-1234
NH Superior Court, Suite 301.....	1-855-212-1234
Registry of Deeds, Suite 202 .....	742-1741
Transitional Housing Program, Suite 103 .....	516-7191

#### **Strafford County Sheriff's Office & Dispatch Center**

259 County Farm Road, Suite 105  
Dover, New Hampshire 03820 ..... 742-4960

#### **Strafford County House of Corrections/Jail**

266 County Farm Road, Dover, New Hampshire 03820..... 742-3310

#### **Strafford County Jail Industries Program**

266 County Farm Road, Dover, New Hampshire 03820..... 749-3289

#### **Strafford County Riverside Rest Home**

276 County Farm Road, Dover, New Hampshire 03820..... 742-1348

Conservation District, 264 County Farm Road ..... 749-3037  
Southeastern NH Services, 272 County Farm Road, Dover, NH ..... 749-3981  
UNH/Strafford County Cooperative Extension, 268 County Farm Rd .... 749-4445

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### STRAFFORD COUNTY CITIES AND TOWNS

**Barrington** Town Office, PO Box 660, Barrington, NH 03825  
Phone.....664-9007 ...Website..... [www.barrington.nh.gov](http://www.barrington.nh.gov)

**Dover** City Hall, 288 Central Avenue, Dover, NH 03820  
Phone.....516-6000 ...Website .....[www.ci.dover.nh.us](http://www.ci.dover.nh.us)

**Durham** Town Office, 15 Newmarket Road, Durham, NH 03824  
Phone.....868-5571 ...Website..... [www.ci.durham.nh.us](http://www.ci.durham.nh.us)

**Farmington** Town Office, 356 Main Street, Farmington, NH 03835  
Phone.....755-2208 ...Website.....[www.farmington.nh.us](http://www.farmington.nh.us)

**Lee** Town Office, Seven Mast Road, Lee, NH 03824  
Phone.....659-5414 ...Website..... [www.leenh.org](http://www.leenh.org)

**Madbury** Town Office, 13 Town Hall Road, Madbury, NH 03820  
Phone.....742-5131 ...Website...[www.townofmadbury.com](http://www.townofmadbury.com)

**Middleton** Town Office, 182 Kings Highway, Middleton, NH 03887  
Phone.....473-5202 ...Website..... [www.middletonnh.gov](http://www.middletonnh.gov)

**Milton** Town Office, 424 White Mtn, Box 310, Milton, NH 03887  
Phone.....652-4501 ...Website..... [www.miltonnh-us.com](http://www.miltonnh-us.com)

**New Durham** Town Office, PO Box 207, New Durham, NH 03855  
Phone.....859-2091 ...Website.....[www.newdurhamnh.us](http://www.newdurhamnh.us)

**Rochester** City Hall, 31 Wakefield Street, Rochester, NH 03867  
Phone.....332-1167 ...Website..... [www.rochesternh.net](http://www.rochesternh.net)

**Rollinsford** Town Office, PO Box 309, Rollinsford, NH 03869  
Phone.....742-2510 ...Website..... [www.rollinsford.nh.us](http://www.rollinsford.nh.us)

**Somersworth** City Hall, One Government Way, Somersworth, NH 03878  
Phone.....692-4262 ...Website.....[www.somersworth.com](http://www.somersworth.com)

**Strafford** Town Office, 12 Mountain View Dr., Strafford, NH 03884  
Phone.....664-2192 ...Website..... [www.strafford.nh.gov](http://www.strafford.nh.gov)

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